

Plymouth to Salisbury, Massachusetts Area Contingency Plan
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TAB - INTRODUCTION

Plymouth to Salisbury, Massachusetts Area Contingency Plan

1000 INTRODUCTION

1000 Introduction

This document has been developed as a “Response Plan.” It is aimed at assisting spill response managers with initial response actions, decisions, and forging an Incident Command System (ICS) – based response. Many of the sections have been streamlined into job-aid/checklist based documents. Liberal referencing to original documents and regulations will be found throughout. Section 9000 contains a list of internet links to many of these references.

The Plymouth to Salisbury, MA Area Committee is comprised of representatives from federal, state, and local agencies and trustees that coordinate response actions. The Area Committee, under the coordinated direction of the Federal On-Scene Coordinator (FOSC) and State On-Scene Coordinator (SOSC), is responsible for:

- (1) Developing and updating this Area Contingency Plan (ACP).
- (2) Working with the response community to plan for unified response efforts, including spill containment, mechanical recovery, use of dispersants, in-situ burning, shoreline cleanup, protection of environmentally sensitive areas, and protection, rescue, and rehabilitation of fish and wildlife.

The purpose of this Plymouth to Salisbury, MA ACP is:

- (1) To outline an incident response plan and provide guidance for the protection of people, natural resources, and property from the impacts of oil or hazardous substance spills.
- (2) To present a strategy for coordination of federal, state and local agencies with industry, response contractors, and the local community for unified responses to discharges or substantial threats of discharges of oil or releases of hazardous substances.
- (3) To provide guidance for all Facility and Vessel Response Plan reviewers and holders to ensure consistency with the Area Contingency Plan.

This ACP is based on the National Interagency Incident Management System (NIIMS) Incident Command System which is the nationally recognized standard for response management.

1100 Authority

The Federal Water Pollution Control Act (FWPCA)(33 USC 1321 et seq.) as amended by the Oil Pollution Act of 1990 (OPA 90) addresses development of a National Planning and Response System. As part of this system, in conjunction with the National Contingency Plan (NCP) (40 CFR 300), Area Committees are to address responses to worst-case discharges of oil or hazardous substances, and mitigation or prevention of substantial threats of discharge from a vessel, offshore facility, or onshore facility. Executive Order 12777 of 22 October 1991 delegates responsibility for designation of areas, appointment of Area Committee members, determination of information to be included, and review of area contingency plans, for the coastal zone, to the Commandant of the U.S. Coast Guard (USCG) (through the Secretary of Transportation). See Section 9000 for these references.

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1200 Geographic Boundary

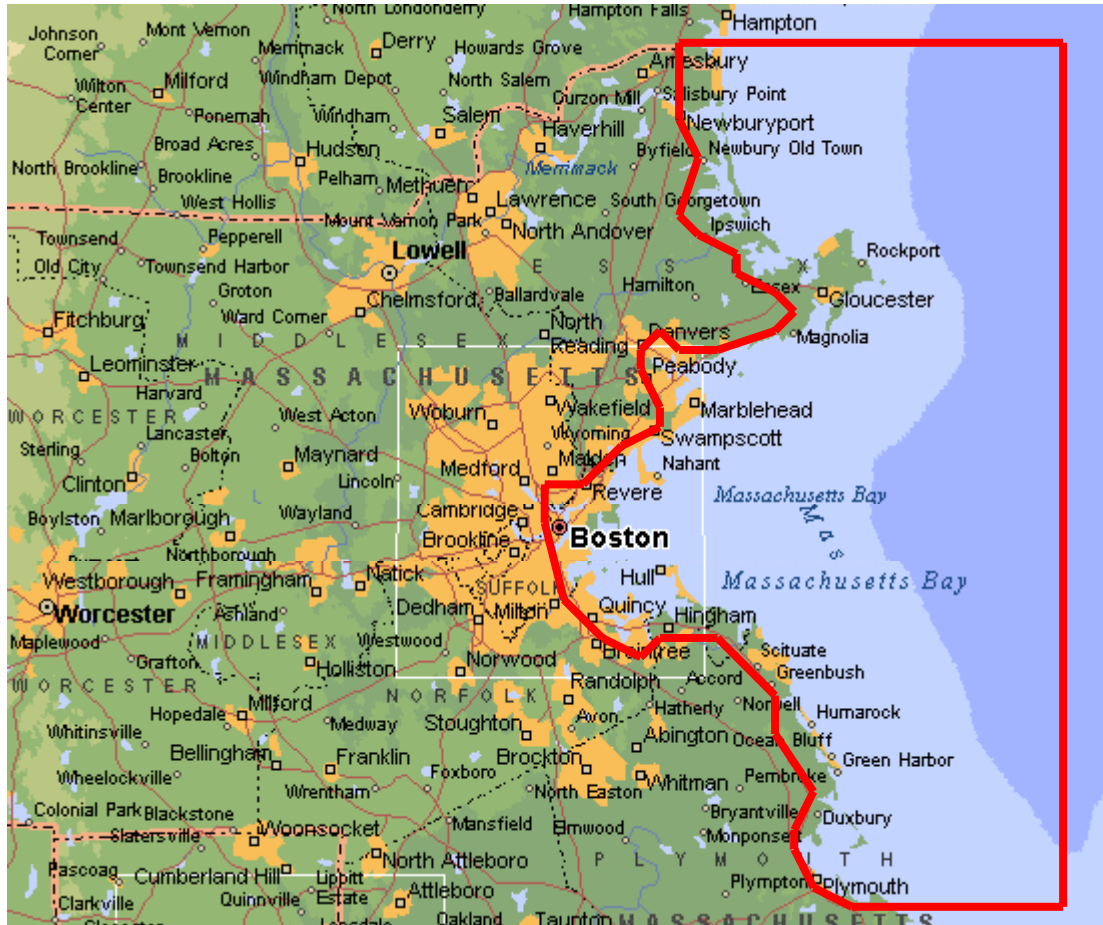
U.S. Coast Guard and EPA responsibilities are divided between the coastal zone and inland zone as defined in the NCP (40 CFR 300.5). The U.S. Coast Guard shall provide the Federal On-Scene Coordinator (FOSC) for spills within the coastal zone, which is generally described as all US waters subject to tides. The Captain of the Port Boston zone is fully described in 33 CFR 3.05-10. The division between the coastal and inland zone follows (from North to South):

- Route 1 at the New Hampshire and Massachusetts border in Salisbury, MA;
- Route 1 to its intersection with route 1A in Newburyport;
- Route 1A to its intersection with Route 133 in Ipswich;
- Route 133 to its intersection with Route 127 in Gloucester;
- Route 127 to its intersection with Route 62 in Beverly;
- Route 62 to its intersection with Route 128 in Danvers;
- Route 128 to its intersection with Route 114 in Peabody;
- Route 114 to its intersection with Route 129 in Marblehead;
- Route 129 to its intersection with Route 1A in Lynn;
- Route 1A to its intersection with Commercial Street in Lynn;
- Commercial Street to its intersection with Bennet Street in Lynn;
- Bennet Street to its intersection with Elmwood Avenue in Lynn;
- Elmwood Avenue to its intersection with West Neptune Street in Lynn;
- West Neptune Street to its intersection with Minot Street in Lynn;
- Minot Street to its intersection with Route 107 in Lynn;
- Route 107 to its intersection with Route 16 in Revere;
- Route 16 to its intersection with Route 28 in Medford;
- Route 28 to its intersection with Commercial Street in Cambridge;
- Commercial Street to its intersection with Munroe Street in Cambridge;
- Munroe Street to its intersection with Third Street in Cambridge;
- Third Street to its intersection with Broadway Street in Cambridge;
- Broadway Street across the Longfellow Bridge to its intersection with Charles Street in Boston;
- Charles Street to its intersection with Route 93 in Boston;
- Route 93 to its intersection with 3A in Neponset;
- Route 3A to its intersection with Route 53 in Quincy;
- Route 53 to its intersection with Commercial Street in Weymouth;
- Commercial Street to its intersection with North Street in Weymouth;

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- North Street to its intersection with Route 3A in Weymouth;
- Route 3A to Manomet Point in Plymouth, MA.



1300 Area Committee Purpose and Objectives

See Section 1000

1400 National and Area Response System

The National Response System (NRS) coordinates all government agencies with responsibility for environmental protection in a focused response strategy for the immediate and effective cleanup of an oil or hazardous substance discharge. See Section 9000 for references and more information.

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1000 INTRODUCTION

1500 Area Organization and Policies

The Regional Response Team (RRT) for Region 1 is co-chaired by the EPA and the Coast Guard and has representatives from federal, state and local response agencies. RRTs are planning, policy and coordinating bodies, and may be activated during a major incident to assist the FOSC with resources. They also provide guidance, support, and approval for pursuing alternative response strategies. See Section 9000 for references and more information.

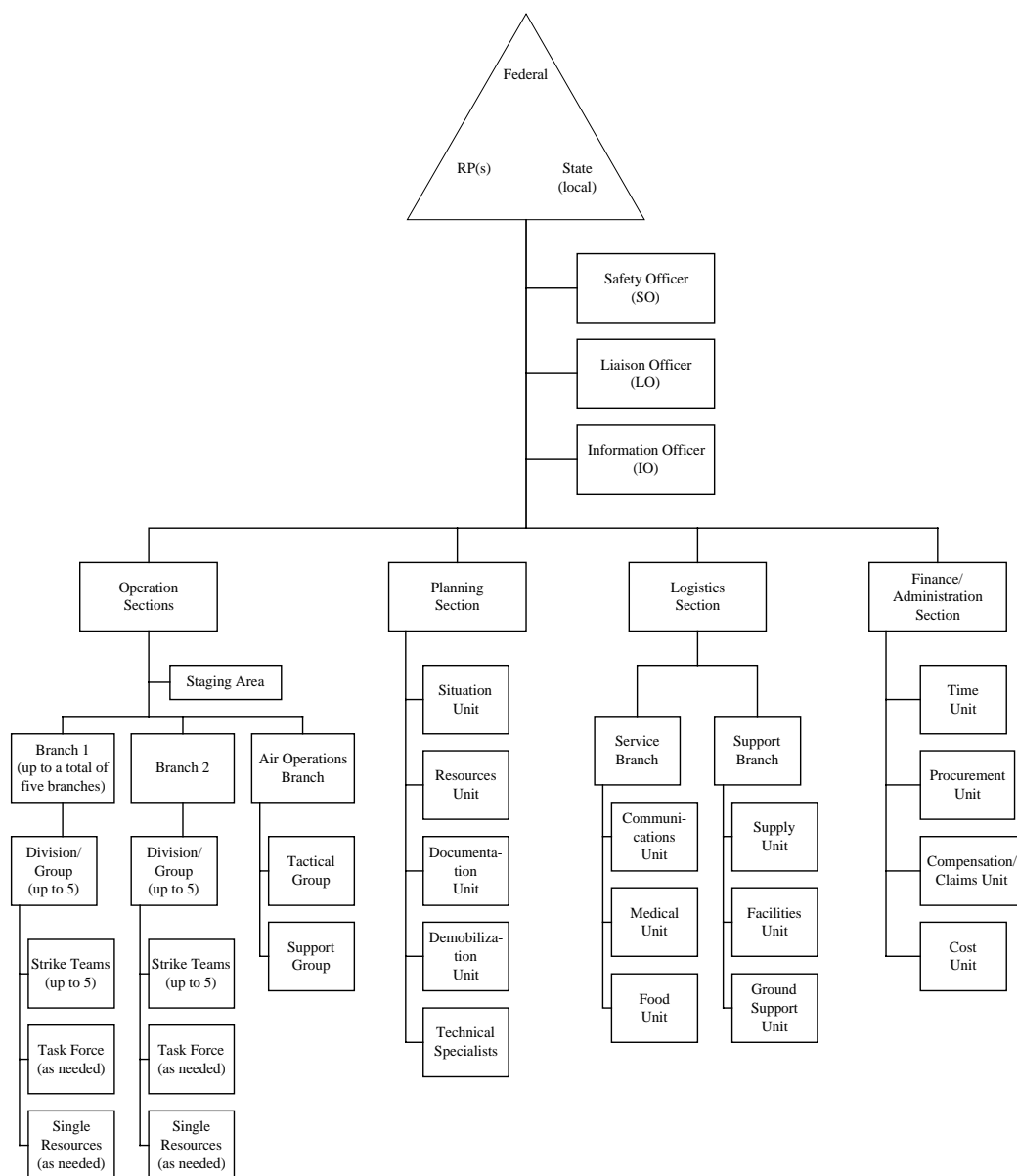
1600 Response Policy

The Commandant of the Coast Guard has directed all MSOs (COMDINST 3120.14) and all members of the Area Committee have agreed to use the National Interagency Incident Management System (NIIMS) Incident Command System (ICS) to coordinate a major response. When more than one agency is involved in this response, the agencies will utilize a Unified Command System (UCS) to jointly manage the spill incident. In the Unified Command, response decisions will be made by consensus using the expertise of each organization. This Unified Command will typically consist of the Federal On Scene Coordinator (FOSC), State On Scene Commander (SOSC), and a Responsible Party representative (RP) or Qualified Individual (QI). The ICS organization is designed to expand or contract to meet the needs of the incident so not all positions must be filled. New positions can be added as needed. The following diagram shows the proposed management structure for an incident response.

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1605 Unified Command Organization



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1610 Planning Cane

The Planning Cane represents the incident response planning process. It describes the transition from the emergency response stage to the ICS-based planning stage. Starting at the base of the cane with the Incident, it gives a general system for development and implementation of an Incident Action Plan



1700 Reserved for Area

1800 Reserved for District

TAB - EMERGENCY RESPONSE PHASE

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1900 EMERGENCY RESPONSE PHASE

1900 EMERGENCY RESPONSE PHASE

1901 Initial Incident Response - Checklist

- _____ Complete the INCIDENT INFORMATION FORM (Section 1902)
- _____ Notify CDO
- _____ Determine if spill is in coastal or inland zone
- _____ Notify/dispatch Response Team
- _____ Complete NOTIFICATION LIST (Section 1903)
- _____ Initiate recall of MSO personnel
- _____ Determine if spill is recoverable and if RP is taking sufficient removal action
- _____ If a hazmat, is it a reportable quantity (40 CFR 302) (See Note Below)?
- _____ If the RP is not taking sufficient action, or if spill is a recoverable mystery spill, recommend initiating a government funded response (Use Federal Project Number or initiate CERCLA funded response (hazmat) and hire BOA contractor).
- _____ If spill is greater than 100 gallons or causes public/media interest, send POLREP and contact Public Affairs Officer.
- _____ Issue/draft required documentation
 - _____ Letter of Federal Interest
 - _____ Letter of Designation of Source
 - _____ Directive/Administrative Order
 - _____ Letter of Federal Assumption
 - _____ Broadcast Notice to Mariners/Safety Zone
 - _____ Captain of the Port Order
 - _____ Notice of Federal Interest
 - _____ Pollution Removal Funding Authorizations as required
- _____ Ensure environmental impacts are minimized
 - _____ Priority protection area maps (See Section 10000)
 - _____ NOAA Environmental Sensitivity Index (ESI)
- _____ Coordinate evacuation of personnel with local authorities as necessary
- _____ Determine if closure of waterway is necessary
- _____ Ensure Investigating Officers initiate investigation of casualty: drug/alcohol test, witness statements, etc.
- _____ Request NEXTEL's from Bedford, MA, if required
- _____ Activate RRT for assistance (if required) with determinations for:
 - _____ In-situ burning
 - _____ Dispersant use
 - _____ Outside agency support
- _____ Dispatch Documentation Team (Oil samples, photos/videos, witness statements)
- _____ Initiate Development of Site Safety Plan (see Section 9000 for reference)
- _____ Contact ISC Safety and Occupational Health Coordinator for assistance with:
 - _____ MSDS's (see Section 9000 for references)
 - _____ Explosive Hazard
 - _____ Properties of oil: viscosity, API, sulfur/benzene content, etc.
 - _____ Personal Protective Equipment needs

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1900 EMERGENCY RESPONSE PHASE

- _____ Determine Salvage needs: tugs, pumps, lightering operations, navy assistance, salvage master, etc.
- _____ Establish Command Post in CCC or All-Hands Club as determined by CDO
- _____ Establish Command Post check-in procedures
- _____ Establish Joint Information Center (JIC)
- _____ Track finances/equipment until resource unit leader is assigned
 - _____ Personnel Time
 - _____ Resources
 - _____ BOA Contractors
 - _____ Completion Report
 - _____ Vessel Stability, if necessary:
- _____ Contact Commercial Fishing Vessel Examiner at home or office if F/V incident
- _____ Direct vessel agent to contact Classification Society if foreign flag vessel.

On Hazardous Material (hazmat) responses: the lead agency for any shoreside hazmat response is the local fire department. MSO Boston maintains only a 'Level D' response capability. In situations requiring entry into hazardous environments, the MSO will rely on the Atlantic Strike Team, state and local response teams and commercial resources.

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1900 EMERGENCY RESPONSE PHASE

1902 Incident Information Form - Checklist

NAME/ NUMBER OF PERSON REPORTING THE INCIDENT _____

_____ DATE: _____ TIME: _____

VESSEL/FACILITY INFORMATION AND POINTS OF CONTACT

VESSEL NAME _____ NUMBER OF CREW _____ PASSENGERS _____

VESSEL LOCATION _____

TYPE OF VESSEL: ☐ TANKER ☐ BARGE ☐ CARGO ☐ PLEASURE ☐ OTHER: _____

AGENT _____ PHONE _____

VESSEL OWNER _____ PHONE _____

VESSEL OPERATOR/CHARTERER _____ PHONE _____

VESSEL SPECIFIC INFORMATION

LAST PORT OF CALL _____ DESTINATION _____ FLAG _____

LENGTH _____ FT, TONNAGE (GROSS/NET/DWT) _____ / DRAFT FWD: _____ AFT: _____

YR BUILT _____ TYPE OF HULL: ☐ SINGLE ☐ DOUBLE ☐ DOUBLE BOTTOM ☐ DBL SIDED

HULL MATERIAL _____

TYPE OF PROPULSION: ☐ DIESEL ☐ STEAM ☐ GAS TURBINE ☐ OTHER _____

PETROLEUM PRODUCT(S) ONBOARD: ☐ YES ☐ NO, TYPE OF CARGO _____

TOTAL # OF TANKS ON VSL _____ TOTAL QUANTITY _____ BBLS X 42 = _____ GALS

TOTAL CAPACITY _____ BBLS/GALS, TYPE OF FUEL _____ QTY _____ BBLS/GALS

INCIDENT INFORMATION

LOCATION: _____ LAT/LONG: _____

TYPE OF CASUALTY: ☐ GROUNDING ☐ COLLISION ☐ ALLISION ☐ EXPLOSION ☐ FIRE ☐

OTHER _____ TIME OF CASUALTY _____

NUMBER OF TANKS IMPACTED: _____, TOTAL CAPACITY OF AFFECTED TANKS _____

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1900 EMERGENCY RESPONSE PHASE

MATERIAL SPILLED _____ VISCOSITY _____

NATURE OF RELEASE (HAZMAT): ☐ AIR RELEASE ☐ WATER RELEASE ☐ LAND RELEASE

EST. QUANTITY SPILLED _____ (BBLS/GALS) SPILL SIZE: ☐ MIN ☐ MED ☐ MAJ

SOURCE SECURED? ☐ YES ☐ NO , IF NOT, EST. SPILL RATE: _____ BBLS/GALS/HOUR

INCIDENT STATUS

INJURIES/CASUALTIES _____ ☐ SAR UNDERWAY

VESSEL STATUS: ☐ SUNK ☐ AGROUND ☐ DEAD IN WATER, SET AND DRIFT _____

☐ ANCHORED ☐ BERTHED ☐ UNDER TOW _____ EST TIME TO DOCK/ANCHOR: _____

☐ ENROUTE TO ANCHORAGE/BERTH UNDER OWN POWER _____ EST TIME OF ARRIVAL _____

☐ HOLED: ☐ ABOVE WATERLINE ☐ BELOW WATERLINE ☐ AT WATERLINE

APPROX. SIZE OF HOLE _____, ☐ FIRE: ☐ EXTINGUISHED ☐ BURNING

☐ ASSISTANCE: ENROUTE/ON-SCENE _____, ☐ FLOODING ☐ DEWATERING

☐ LIGHTERING ☐ ASSISTANCE: ENROUTE/ON-SCENE _____

☐ LIST: ☐ PORT ☐ STARBOARD DEGREES _____ TRIM: ☐ BOW ☐ STERN _____

☐ RELIABLE COMMUNICATIONS ESTABLISHED WITH RP/VESSEL MASTER

☐ COMMUNICATIONS SCHEDULE ESTABLISHED FOR INCIDENT UPDATES (EG. EVERY 2 HRS)

ENVIRONMENTAL INFORMATION

WIND SPEED _____ KTS, WIND DIRECTION _____, AIR TEMP. _____ F,

WATER TEMP. _____ F, WAVE HEIGHT _____ FT, WAVE DIRECTION _____

CONDITIONS _____ CURRENT _____ KTS, CURRENT DIRECTION _____

☐ SLACK ☐ FLOOD ☐ EBB, TIDE: HIGH TIDE AT _____ HRS, LOW AT _____ HRS.

Date/Time of Report _____ Received by _____

MC _____ MV _____ NRC # _____

Plymouth to Salisbury, Massachusetts Area Contingency Plan
1900 EMERGENCY RESPONSE PHASE

1903 Notification List – Checklist

Note: All Phone Numbers are listed in Section 5400, Area Resources/Agency Phonelist

	AGENCY	NUMBER CALLED	POINT OF CONTACT	TIME
MINOR SPILL (<1000 GALS)	MA Department of Environmental Protection			
	U.S. EPA			
	National Response Center			
	Local Fire Dept/Police/Harbormaster			
	Clean Up Contractors (if FPN)			
	Vessel Agent			
	Other Agencies as needed:			
	D1 Command Center (as necessary)			
MEDIUM SPILL (1000-10,000 GALS.)	All Minor Spill Agencies Plus:			
	Atlantic Strike Team/National Strike Force Coordination Center			
	D1 Command Center			
	D1 (m)/DRAT/RRT			
	D1 Public Affairs			
	ISC Boston (OOD for command post)			
	LANTAREA Safety Officer			
	NOAA SSC			
	MEMA			
	Dept. of Interior			
	MA Fish and Wildlife			
	NPFC			
	MA CZM			
	Group Boston			
	NAVSUPSALV			
	Boston Pilots			
	MA Historic Preservation			

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1900 EMERGENCY RESPONSE PHASE

[illegible]

Plymouth to Salisbury, Massachusetts Area Contingency Plan

1900 EMERGENCY RESPONSE PHASE

1930 Initial On-Scene Response Safety - Overview

REMAIN UPWIND, UPHILL AND UPSTREAM OF THE INCIDENT. Do not enter an area where the responder may become a victim, even to rescue another. Keep others out of the potential hazard zone. Safely observe and report on-scene details. For OSHA training requirements, see Section 9000

1940 Watch Quarter and Station Bill

The Watch Quarter and Station Bill will be based on an ICS structure (See Section 1600). Depending on the scenario, positions will be filled by industry representatives and supplemented by Coast Guard personnel from the Marine Safety Office, Integrated Support Command Boston, and other units. Positions will be modified to accommodate other agencies and organizations as the size of the spill dictates.

1950 Communications

1952 Internal Communications

A simple recording sheet (stored by the MSO) or ICS form 213 (See section 9000) will be used to communicate inside the Command Post. All incoming phone calls will be answered and redirected at a central switchboard. Each ICS Section will have a representative from the Documentation Unit responsible for documenting pertinent decisions and meeting minutes and also routing information to other divisions.

1954 External Communications

	<u>Channel</u>	<u>Frequency</u>
Hailing & Distress	16	156.800 MHz
USCG GROUP Boston working	81A	157.075 MHz
Oil Spill Response	81A	157.075 MHz
Primary Interagency		153.875 MHz
Secondary Interagency		162.125 MHz
Boston Harbor Oil Spill Co-op		158.445 MHz

- VHF Channel 81A is the federally designated oil spill response frequency.
- 153.875 and 162.125 Mhz have been designated as interagency communications frequencies for the Port of Boston Emergency Communications Protocol (ECP). These frequencies will be used at low power only in the following three tier system:

1. 153.875 Mhz: communications between the incident commander and deputy incident commander, field commander, or on-scene commander

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1900 EMERGENCY RESPONSE PHASE

2. 162.125 Mhz: general working frequency between field/response units and the field commander or on-scene commanders
 3. Agency's normal working frequency: Normal communications system within an agency
- VHF frequencies may quickly become clogged during a major response. Contact Chelsea Emergency Management for local communications expertise. The Massachusetts Emergency Management Agency and the USCG Atlantic Strike Team can also provide expertise and mobile equipment.
 - NEXTEL has donated 30 cellular phones for use during a major response. This will reduce interagency communication problems. MSO Boston will be responsible for retrieving the phones and distributing them in the command post. The phones will be distributed to senior members of each agency.

1960 Command Posts

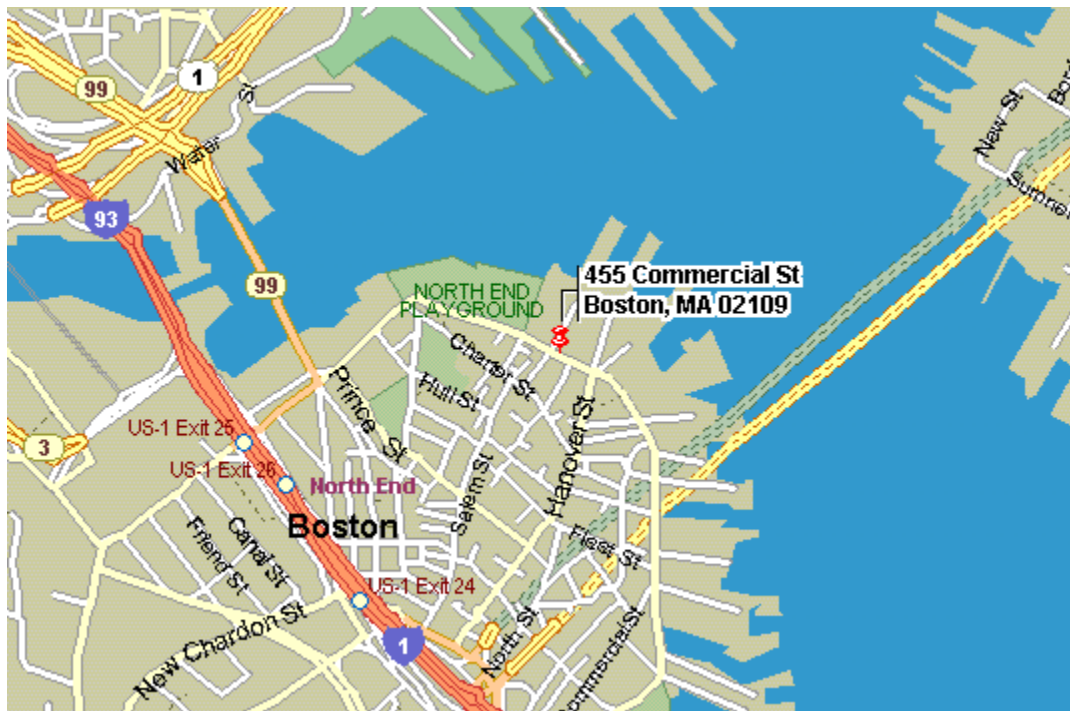
- Small scale Incident Command Post: First floor of the USCG Marine Safety Office Boston
- Large Scale Incident Command Post: All Hands Club, USCG Marine Safety Office Boston
- Other potential Command Posts (listed in Section 1900) can be coordinated with local authorities

Plymouth to Salisbury, Massachusetts Area Contingency Plan **1900 EMERGENCY RESPONSE PHASE**

1962 Directions to MSO Boston

USCG Marine Safety Office Boston
455 Commercial St. Boston, MA 02109

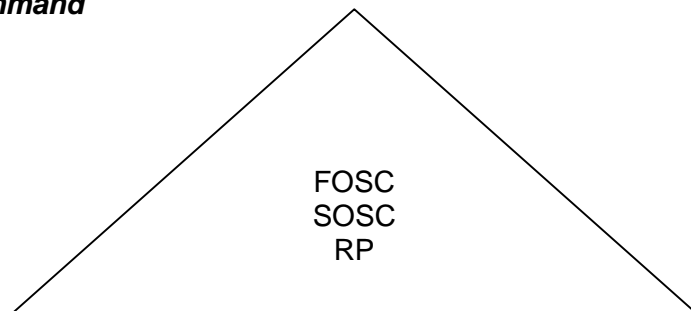
From I-93:
Take the Causeway St. Exit (Exit 25)
East on Causeway St (towards Boston Harbor)
Causeway St. becomes Commercial St. after first light
MSO is less than ½ mile on left



TAB – COMMAND

2000 Command

2100 Unified Command



The Unified Command is responsible for the overall management of the incident. This group typically consists of the Federal On Scene Coordinator (FOSC), State On Scene Commander (SOSC), and a Responsible Party representative (RP).

FOSC: For maritime environmental response, the USCG Captain of the Port. For inland responses, position will be filled by an EPA qualified FOSC.

SOSC: Typically a representative from the Massachusetts Department of Environmental Protection.

RP: Under OPA 90 the responsible party has primary responsibility for cleanup of a discharge. Initial response will be conducted by a Qualified Individual (QI) based on the pertinent Facility/Vessel Response Plan. If the RP fails to respond appropriately, the FOSC or SOSC may assume the lead for the response.

The main objective for the Unified Command is to “Minimize the Consequences of Pollution Incidents”

2102 Critical Success Factors

Human Health & Safety

- No spill related public injuries, illness, death
- No response worker injuries, illness, death

The Natural Environment

- Source Discharge Minimized
- Spill Effectively Contained / Controlled
- Sensitive Areas Protected
- Resource Damage Minimized

The Economy

- Economic Impact Minimized
- Source Discharge Minimized
- Spill Effectively Contained / Controlled
- Sensitive Areas Protected
- Resource Damage Minimized

Public Communication

- Accurate Timely Info
- Positive Media Coverage of Response

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2000 COMMAND

- Positive Public Perception

Stakeholder Service & Support

- Minimize Impact to Stakeholders
- Stakeholders Well Informed
- Positive Meetings with Stakeholders
- Prompt Handling of Damage Claims

Response Organization

- Objectives Established; Communicated
- Clarity in Leadership & Responsibility at All Levels
- Sufficient / Efficient Resources

2105 Initial Action - Checklist:

STEP	ACTION	
1.	Receive initial report	<input type="checkbox"/>
2.	Assess operational implications of information provided in initial report <ul style="list-style-type: none">• SAR• Salvage• Fire fighting• Navigation• Population safety• Spill response operations	<input type="checkbox"/>
3.	Determine other critical information needed from staff	<input type="checkbox"/>
4.	Obtain a brief from the initial Incident Commander using the ICS 201. Determine the following: <ul style="list-style-type: none">• Size and complexity of incident• Initial objectives• Current organization• Agencies/organizations/stakeholders involved• Special concerns	<input type="checkbox"/>
5.	Decide if Oil Spill Liability Trust Fund or CERCLA fund needs to be opened. If so, have staff initiate action; IC sets initial ceiling.	<input type="checkbox"/>

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2000 COMMAND

6.	Setup Incident Command organization, if needed, for large-scale, extended duration incidents with potentially significant political, economic or environmental implications.	<input type="checkbox"/>
7.	Assume duties of IC and relieve the initial Incident Commander	<input type="checkbox"/>
8.	Develop your expectations and immediate objectives	<input type="checkbox"/>
9.	Determine the goals for Unified Command vice a single Incident Command	<input type="checkbox"/>
10.	Negotiate participation in Unified Command NOTE: Those stakeholders who are sorted OUT of UC are likely candidates for agency representatives under the purview of the Liaison Officer	<input type="checkbox"/>
11.	Use the decision table below to determine actions to take	<input type="checkbox"/>

Plymouth to Salisbury, Massachusetts Area Contingency Plan

2000 COMMAND

	IF:	THEN:	
	Unified Command	1. Ensure unified command members are contacted - State, RP, others 2. Clarify roles of other UC members 3. Make subsequent decisions about space/support needs based on UC organization	
	Incident Command	Make about space/support needs based on IC organization	
12.	Identify special forces to assist Incident Commander and Unified Command <i>Example: Strike Teams, Navy Supervisor of Salvage, Marine Safety Center, Agency for Toxic Substances and Disease Registry, Scientific Support Coordinator, National Pollution Funds Center, Historian, District Legal Officer, Regional Response Team</i>		<input type="checkbox"/>
13.	Determine location of command post		<input type="checkbox"/>
14.	Have Logistics Section Chief obtain/set up work space for command post		<input type="checkbox"/>

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15.	Organize and assign subordinates <ul style="list-style-type: none">• Operations Section Chief• Planning Section Chief• Logistics Section Chief• Finance Section Chief• Safety Officer• Information Officer• Liaison Officer• Deputy Incident Commander• NOTE: The size of the incident will dictate how many people will be needed to effectively respond.	<input type="checkbox"/>
16.	Set up and conduct initial briefing for Section Chiefs and Command Staff <ul style="list-style-type: none">• Size and complexity of the incident• Incident objectives• IC's expectations• Policy on outside information dissemination (media and agency)• Agencies/organizations/stakeholders/business community• Incident activities/situation• Special concerns	<input type="checkbox"/>
17.	Brief superiors	<input type="checkbox"/>
18.	Decide whether to request activation of RRT; decide what additional support is needed that RRT can deliver; establish briefing protocol	<input type="checkbox"/>

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2110 Situation Assessment - Checklist:

STEP	ACTION	
1.	Determine critical information needed from staff	<input type="checkbox"/>
2.	Assess operational implications of information provided in initial report <ul style="list-style-type: none">• SAR• Salvage• Fire fighting• Navigation• Population safety• Spill response operations• Inspection waivers <i>Example: temporary storage facilities and fishing vessels</i>	<input type="checkbox"/>
3.	Personally observe incident with other UC's	<input type="checkbox"/>
4.	Review/approve plans to use and allocate resources	<input type="checkbox"/>
5.	Determine when to transition from ICS 201 to IAP	<input type="checkbox"/>

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STEP	ACTION													
6.	<p>The staff will use the planning cycle below to develop the Incident Action Plan (IAP) assuming an 8 hour shift: <input type="checkbox"/></p> <table border="1"> <thead> <tr> <th>IF</th><th>AND Event is:</th><th>THEN</th></tr> </thead> <tbody> <tr> <td rowspan="4">Submission Deadline = X (hours)</td><td>IC/UC command objectives</td><td>X – 8 hrs.</td></tr> <tr> <td>Pre-planning meeting</td><td>X – 6 hrs.</td></tr> <tr> <td>Planning meeting</td><td>X – 3 hrs.</td></tr> <tr> <td>IAP preparation</td><td>X – 2 hrs.</td></tr> </tbody> </table> <p>This IAP development schedule should be used to negotiate the submission deadline for the first IAP. The PSC is responsible for ensuring the IC understands the development cycle and the time needed to produce the IAP.</p> <p>NOTE: The IC/UC must set objectives early in the planning cycle in order for the IAP process to be successful.</p> <p>NOTE: These times are approximated for the first cycle and may vary significantly based on incident complexity and length of operational period.</p>	IF	AND Event is:	THEN	Submission Deadline = X (hours)	IC/UC command objectives	X – 8 hrs.	Pre-planning meeting	X – 6 hrs.	Planning meeting	X – 3 hrs.	IAP preparation	X – 2 hrs.	
IF	AND Event is:	THEN												
Submission Deadline = X (hours)	IC/UC command objectives	X – 8 hrs.												
	Pre-planning meeting	X – 6 hrs.												
	Planning meeting	X – 3 hrs.												
	IAP preparation	X – 2 hrs.												

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7.	Identify additional stakeholders – those individuals and groups who potentially are adversely affected by the incident	<input type="checkbox"/>
8.	Determine whether each stakeholder can contribute equipment, people, funds, or influence the best response NOTE: Liaison Officer is responsible for keeping IC informed of stakeholder concerns.	<input type="checkbox"/>
9.	Assess funding, legal, and best response implications <ul style="list-style-type: none">• Funding issues<ul style="list-style-type: none">- shared costs if multiple RPs- limits of liability- Federal/non-Federal cleanup and potential for change• Legal issues<ul style="list-style-type: none">- legal record- administrative orders- investigation interaction<ul style="list-style-type: none">- state/local- DOJ- USCG/Marine Board/NTSB- RP attorneys• Best Response Drivers<ul style="list-style-type: none">- Human health and safety- The natural environment- The economy- Public communication- Stakeholder support- Organization	<input type="checkbox"/>
10.	Identify operational situation changes that require augmenting/demobilizing resources	<input type="checkbox"/>

2115 Goal, Objective and Strategy Development - Checklist:

STEP	ACTION																		
1.	<p>Use the matrix below to assist in developing objectives and priorities</p> <ul style="list-style-type: none"> • Priorities are situation dependent and influenced by many factors • Safety of life is always the highest priority • Concerns may or may not be present • Concerns should be considered in every incident <table border="1"> <thead> <tr> <th>Concerns</th><th>Issues</th><th>Criteria to Meet</th></tr> </thead> <tbody> <tr> <td>People</td><td>General safety exposure Personal protective equipment Slips, trips, falls, drowning</td><td rowspan="2">Overall objectives must be: <ul style="list-style-type: none"> • Attainable • Measurable • Flexible </td></tr> <tr> <td>Property</td><td>Fire Contamination Flooding Source Control</td></tr> <tr> <td>Environ-ment</td><td>Sensitive areas Special interests Resources at risk</td><td rowspan="4">Operational objectives must be: <ul style="list-style-type: none"> • Specific • Measurable • Assignable • Reasonable • Time specific </td></tr> <tr> <td>Economic</td><td>Industry Tourism Stakeholders</td></tr> <tr> <td>Public</td><td>Safety Reaction/ Perception</td></tr> <tr> <td>Political</td><td>Stakeholders</td></tr> </tbody> </table>	Concerns	Issues	Criteria to Meet	People	General safety exposure Personal protective equipment Slips, trips, falls, drowning	Overall objectives must be: <ul style="list-style-type: none"> • Attainable • Measurable • Flexible 	Property	Fire Contamination Flooding Source Control	Environ-ment	Sensitive areas Special interests Resources at risk	Operational objectives must be: <ul style="list-style-type: none"> • Specific • Measurable • Assignable • Reasonable • Time specific 	Economic	Industry Tourism Stakeholders	Public	Safety Reaction/ Perception	Political	Stakeholders	<input type="checkbox"/>
Concerns	Issues	Criteria to Meet																	
People	General safety exposure Personal protective equipment Slips, trips, falls, drowning	Overall objectives must be: <ul style="list-style-type: none"> • Attainable • Measurable • Flexible 																	
Property	Fire Contamination Flooding Source Control																		
Environ-ment	Sensitive areas Special interests Resources at risk	Operational objectives must be: <ul style="list-style-type: none"> • Specific • Measurable • Assignable • Reasonable • Time specific 																	
Economic	Industry Tourism Stakeholders																		
Public	Safety Reaction/ Perception																		
Political	Stakeholders																		

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STEP	ACTION	
2.	Provide guidance to PSC on goals, objectives, and strategies	<input type="checkbox"/>
4.	Review/approve the general objectives of the IAP	<input type="checkbox"/>
5.	Approve and authorize implementation of the IAP for each operational period	<input type="checkbox"/>
6.	<p>Communicate the internal and external information dissemination strategy to the Information Officer</p> <p><i>Examples: web pages, emails to media/other agencies/superiors/stakeholders</i></p> <p>NOTE: The IC should emphasize the role that the IO plays in keeping the members of the response organization informed as well as the press and stakeholders.</p>	<input type="checkbox"/>

2120 Organization Supervision - Checklist:

STEP	ACTION	
1.	Maintain effective span of control Consider the use of deputies and assistants	<input type="checkbox"/>
2.	<p>Assess subordinates performance; provide feedback/mentor subordinates</p> <ul style="list-style-type: none">• Ensure information is flowing to all response elements• Be alert for log jams/bottlenecks• Verify timeliness of actions and quality of products• Determine if resources are sufficient• Ascertain that feedback mechanism to IC is working properly	<input type="checkbox"/>

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STEP	ACTION	
3.	Take action to correct problems identified during assessment (Step 2)	<input type="checkbox"/>
4.	Attend required coordination meetings <ul style="list-style-type: none">• Planning• Pre-Ops brief• Agency/Stakeholder/Non Government Organizations/Trustees (Initially and then when there are significant issues to be addressed; insist on a lead trustee.)	<input type="checkbox"/>

2125 Press Conference Preparation - Checklist:

STEP	ACTION	
1.	<p>Prepare a statement of commitment, empathy or concern to use as an introduction.</p> <p>Put yourself into the shoes of your audience and address what they are most concerned about.</p> <p>Example: "As you know we are faced with a challenging safety, environmental, economic event. All the involved parties, under the coordination of the U.S. Coast Guard are committed to working together to expeditiously resolve this incident. Public safety for both the local citizens as well as the cleanup workers ..."</p> <p>NOTE: From this point on, sentences should be short - 7 to 12 words in length.</p>	<input type="checkbox"/>
2.	<p>Prepare one to three key messages you want to address and incorporate them into a bridge between step one and the body of your statement.</p> <p><i>Example: "We are removing oil from the environment, protecting sensitive areas and rehabilitating oiled wildlife."</i></p>	<input type="checkbox"/>

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STEP	ACTION	
3.	Repeat your first key message and state two to four facts that support it. <i>Example: "We are removing oil from the environment. Our skimmers on the water have removed over 500 gallons today. Workers with sorbent pads are combing the beaches. In total, we've collected more than 1 million gallons"</i>	<input type="checkbox"/>
4.	Repeat Step 3 for other key messages you may have prepared	<input type="checkbox"/>
5.	Write a bridge between the body of your statement and your conclusion – repeat your one to three key messages again. Should be similar or exactly the same as the bridge in Step 2	<input type="checkbox"/>
6.	State future actions as a conclusion	<input type="checkbox"/>

2130 Demobilization - Checklist:

STEP	ACTION	
1.	Receive/approve Demobilization Plan from Demobilization Unit Leader/Planning Section Chief	<input type="checkbox"/>
2.	Review and approve lists of major resources proposed for demobilization	<input type="checkbox"/>
3.	Brief subordinates regarding demobilization	<input type="checkbox"/>
4.	Supervise demobilization of ICS	<input type="checkbox"/>
5.	Ensure all Section/Unit documentation is forwarded to the Documentation Unit	<input type="checkbox"/>

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2135 Information Exchange Matrix

Inputs/Outputs

Below is an input/output matrix to assist the IC with obtaining information from other ICS positions and providing information to ICS positions.

MEET With:	WHEN:	IC OBTAINS:	IC PROVIDES:
Initial IC	Upon arrival	ICS 201 brief	Next Assignment
Other Unified Commander Representatives	Check-in brief Continuously Command Staff meeting	Commitment for: equipment, funding Consensus on decisions	ICS 201 brief Leadership
Stakeholders		Commitments for support Special concerns	Briefing on current situation Cleanup strategy
Trustees		Identification of lead trustee Pledge of cooperation with cleanup strategy	Briefing on current situation Cleanup strategy Not-to-interface resource commitment
Operations Section Chief	Check-in brief Planning meeting OPS Brief	Recommended strategies and tactics to meet the objectives Briefs on: <ul style="list-style-type: none">• Primary strategies• Division/ Group boundaries• Tactics/ Limitations• Resources needed• ICS 215• OPS Facilities	ICS 201 information IC expectations Immediate response objectives Response objectives Motivational remarks

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Information Exchange Matrix (Cont'd)

MEET With:	WHEN:	IC OBTAINS:	IC PROVIDES:
Planning Section Chief	Check-in brief Once each ops cycle Planning meeting As needed Status change OPS brief	 Briefs on: <ul style="list-style-type: none">• Overall situation• Alternate strategies Recommendation for ICS 201/IAP transition Proposed resource demob list Update on incident	ICS 201 information IC expectations Response objectives for ICS 201 or IAP development ICS 201/IAP approval Approval New objectives if necessary Motivational remarks
Logistics Section Chief	Check-in brief Planning meeting OPS brief	 Briefs on: Communication, traffic, safety, medical, facilities, resources	ICS 201 information IC expectations Response objectives Motivational remarks
Finance Section Chief	Check-in brief Planning meeting OPS brief	 Financial report	ICS 201 information IC expectations Response objectives Motivational remarks

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Information Exchange Matrix (Cont'd)

MEET With:	WHEN:	IC OBTAINS:	IC PROVIDES:
Liaison Officer	Check-in brief Planning meeting OPS brief	Cooperating agency/ stakeholder concerns/issues	ICS 201 information IC expectations Response objectives Motivational remarks
Information Officer	Check-in brief Planning meeting As needed OPS brief	Media considerations regarding work plan Speaker preparation	ICS 201 information IC expectations Response objectives Motivational remarks
Safety Officer	Check-in brief Planning meeting Command Staff meeting OPS brief	Safety concerns regarding work plan Status of site safety plan	ICS 201 information IC expectations Response objectives IC expectations and concerns Motivational remarks
Documentation Unit Leader	Planning meeting Command Staff meeting	Feedback on state of documentation	Response objectives Policy on role and responsibilities of the DUL
Resources Unit Leader	Planning meeting OPS brief	Brief on resources available	Response objectives Motivational remarks

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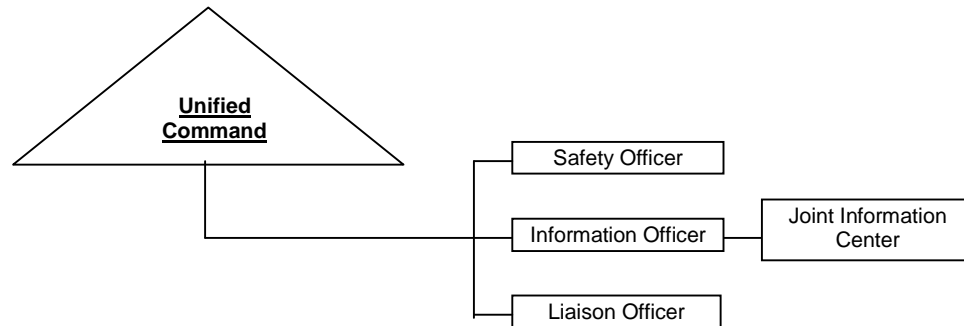
Information Exchange Matrix (Cont'd)

MEET With:	WHEN:	IC OBTAINS:	IC PROVIDES:
Situation Unit Leader	Planning meeting OPS brief	Wx/Sea forecast Future projections for incident	Response objectives Motivational remarks
Demobilization Unit Leader	Planning meeting	Demobilization Plan	Response objectives
Division/ Group Supervisors Task Force Leaders Strike team Leaders	OPS brief		Motivational remarks
Media	Press conference	Media concerns	Briefing on incident status and plans

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2200 Command Staff



2210 Liaison Officer

The liaison officer has the following responsibilities.

- Serving as the initial point of contact for participating response agencies and groups, and identifying assignments to appropriate ICS sections.
- Receiving and coordinating all calls from public and private entities offering assistance or requesting information.
- Resolving, and identifying to the Unified Command, public and private concerns related to the status and effectiveness of the response.
- Completing rosters of assisting/cooperating agencies and stakeholders
- Facilitating information exchange within organization
- Facilitating information exchange with agency reps/stakeholders

The Liaison Officer should acquire the following material:

- ICS Forms Catalog/Field Operations Guide
- Local telephone directory
- Liaison Officer Position Manual
- Pens/pencils/note paper/stapler/Post-it Notes, etc.
- Blank roster for assisting/cooperating agency and agency representative information (see Documentation Unit Leader)
- Blank roster for stakeholder group and point of contact information (see Documentation Unit Leader)
- Database of area stakeholders / political entities (Use Area Committee membership)

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2215 Initial Action - Checklist:

STEP	ACTION	
1.	Receive assignment	<input type="checkbox"/>
2.	<ul style="list-style-type: none">Upon arrival at the incident, check-in at designated check-in location.	<input type="checkbox"/>
3.	Obtain an initial brief from Incident Commander (IC) <ul style="list-style-type: none">Size and complexity of incidentExpectations of the ICIncident objectivesAgencies/organizations/stakeholders involvedIncident activities/situationSpecial concerns	<input type="checkbox"/>
4.	Review ICS 201 or Initial Action Plan (IAP)	<input type="checkbox"/>
5.	Maintain a detailed Liaison Officer Unit Activity Log (ICS 214) NOTE: Log should contain enough detail to reconstruct all events. Expect to provide information on politically hot or sensitive issues.	<input type="checkbox"/>
6.	Establish a work location <ul style="list-style-type: none">AccessibleAdequate spaceClose to Planning SectionHave Communications capability	<input type="checkbox"/>
7.	Acquire work materials listed above	<input type="checkbox"/>
8.	Organize, assign, and brief subordinates	<input type="checkbox"/>

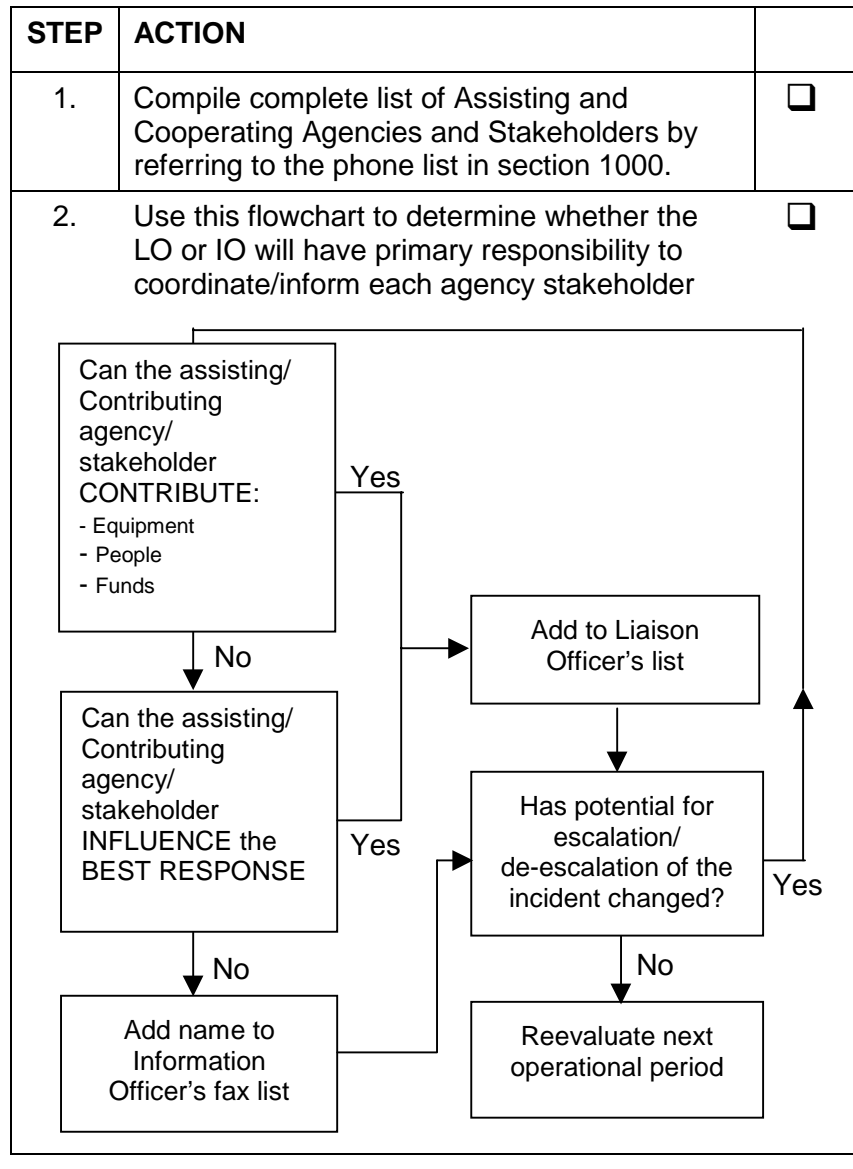
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STEP	ACTION									
9.	<div>Discuss functions with Information Officer (IO)<ul style="list-style-type: none">• Ensure no duplication of effort• Responsibilities are clear for IO and LO<table><tr><th>Position</th><th>Responsibilities</th></tr><tr><td>IO</td><td>Public/town meetings</td></tr><tr><td>LO</td><td>Stakeholder group meetings/forums</td></tr><tr><td>LO</td><td>Provide escort for VIP as directed by IC/UC</td></tr></table></div>	Position	Responsibilities	IO	Public/town meetings	LO	Stakeholder group meetings/forums	LO	Provide escort for VIP as directed by IC/UC	<input type="checkbox"/>
Position	Responsibilities									
IO	Public/town meetings									
LO	Stakeholder group meetings/forums									
LO	Provide escort for VIP as directed by IC/UC									
10.	Track, stay aware of incident expansion/contraction due to changes in conditions, meeting of objectives	<input type="checkbox"/>								
11.	Complete forms and reports required of the assigned position and send material through supervisor to Documentation Unit	<input type="checkbox"/>								

2220 Liaison Officer vs. Information Officer - Checklist

Below is a flowchart for determining whether the Liaison Officer (LO) or Information Officer (IO) is responsible for coordinating with assisting/cooperating agencies.



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2225 Information Exchange with Agency Representatives/Stakeholders - Checklist:

STEP	ACTION	
1.	Review ICS 202 for objectives	<input type="checkbox"/>
2.	Obtain IC expectations for meeting	<input type="checkbox"/>
3.	Prepare agenda. Topics include: <ul style="list-style-type: none">• IAP• IC expectations• Validate agencies' ability to support IAP• Information on food, medical, shelter for agency resources• Support services available for agency equipment• Immediate supervisor for agency personnel• Agency resource assignment	<input type="checkbox"/>
4.	Establish meeting time and location prior to planning meeting	<input type="checkbox"/>
5.	Advise representatives of meeting time and location	<input type="checkbox"/>
6.	Assign recorder	<input type="checkbox"/>
7.	Compile list of attendees	<input type="checkbox"/>
8.	Facilitate meeting	<input type="checkbox"/>

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2230 Demobilization - Checklist:

STEP	ACTION	
1.	Receive Demobilization Plan from Demobilization Unit Leader/Planning Section Chief	<input type="checkbox"/>
2.	Brief subordinates regarding demobilization	<input type="checkbox"/>
3.	Debrief appropriate personnel prior to departing incident <ul style="list-style-type: none">• Incident Commander• Plans Chief• Logistics Section Chief• Agency representatives	<input type="checkbox"/>
4.	Supervise demobilization of unit, including storage of supplies	<input type="checkbox"/>
5.	Provide Supply Unit Leader with a list of supplies to be replenished	<input type="checkbox"/>
6.	Forward all Section/Unit documentation to Documentation Unit	<input type="checkbox"/>
7.	Complete Check-out Sheet	<input type="checkbox"/>

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2235 Information Exchange Matrix

Inputs/Outputs

Below is an input/output matrix to assist the Liaison Officer with obtaining information from other ICS positions and providing information to ICS positions.

MEET With:	WHEN:	Liaison Officer OBTAINS:	Liaison Officer PROVIDES:
Incident Commander	Initial incident brief, Command Staff meeting	Current incident objectives	Information on agencies, stakeholders, potential issues
Planning Section Chief	Planning meeting	Incident situation status Daily meeting schedule IAPs for distribution Projections on incident Names of additional agencies or org. that should be incorporated	Assisting agency capabilities Available resources Status of cooperating agency activities in support of incident Stakeholders concern/issues
Documentation Unit Leader	Planning meeting/demobilization meeting		ICS 214 (Unit Log)
Operations Section Chief	Planning meeting	Incident situation status during initial phases	Special concerns of agency resources for demobilization
Information Officer	Command Staff meeting/Planning meeting	Copies of news/press releases Names of additional agencies or organizations that should be incorporated into the incident	Information on agency/org. participation and scheduled stakeholder meetings Need for Town Hall meeting Information/analysis on stakeholder sentiment Escort of dignitaries under IO responsibility for protocol

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Information Exchange Matrix (Continued)

MEET With:	WHEN:	Liaison Officer OBTAINS:	Liaison Officer PROVIDES:
Logistics Section Chief	Planning meeting	Telephones, fax Cellular phone Beepers Assistants Adequate work space	Need for services, equipment, personnel
Finance Section Chief	Planning meeting		Special agency documentation, (e.g., time sheets for cost tracking)
Agency Representa- tives and Stakeholders	Agency Representative/ Stakeholder Meeting (held before AND after the Planning Meeting)	Information on available resources Information on special agency needs or requirement Information on coop. agency activities in support of incident	Incident status updates Information on logistical support for agency resources Information on assignment of agency resources Information on demobilization procedures Facilitation at the Stakeholder Agency Representative meeting
Situation Unit Leader	Planning Meeting	Future projections for incident	

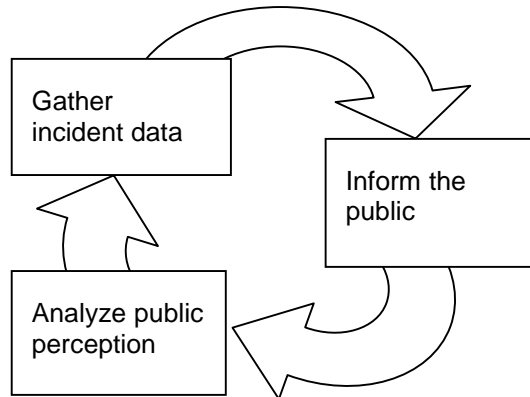
2240 Safety Officer

Spill response and remedial activities must be conducted in accordance with a written site safety and health plan, although OSHA site safety requirements do not automatically apply to all oil spill cleanups. The operation must involve employee exposure, or the reasonable possibility for employee exposure, to safety or health hazards. The role of the site safety and health supervisor (the Coast Guard District Occupational Health and Safety Coordinator will fill this position) is to assess the site, determine the safety and health hazards present, and determine if OSHA regulations apply. If an OSHA field compliance officer is on-scene, he or she should be consulted. Disputes should be referred to the Department of Labor representative on the RRT. The individual making the site characterization should provide recommendations for the protection of workers' safety and health through a Site Safety Plan. A sample site safety plan is referenced in Section 9000. Site safety meetings addressing any changes to the Site Safety Plan or new hazards to the workplace should be held daily prior to entry into controlled work areas. Conditions may warrant exit-debriefing meetings to be held at the end of the day or after departure from controlled work areas.

TAB – INFORMATION OFFICER

2250 Information Officer

The Information Officer is the primary point of contact for all media inquiries and is responsible for all Joint Information Center activities.



The Information Officer should have access to the following materials:

- NRT Joint Information Center Manual
- Field Operations Guide
- ICS Forms Catalog
- Local telephone directory
- Pens/pencils/note paper/stapler/Post-it Notes, etc.
- Blank roster for assisting/cooperating agency and agency representative information (see Documentation Unit Leader)
- Blank roster for stakeholder group and point of contact information
- Database of area stakeholder / political entities (see Area Committee membership)
- Computer and printer
- Marine Navigational Charts
- Two fax machines
- 8 phones/phonelines
- Associated Press Stylebook
- Dictionary
- Dry erase boards or 3 flip charts
- Poster printer

2255 Initial Action - Checklist:

STEP	ACTION	
1.	Receive assignment	<input type="checkbox"/>
2.	Upon arrival at the incident, check-in at	<input type="checkbox"/>

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	designated check-in location.	
3.	Receive briefing from Incident Commander <ul style="list-style-type: none">• Size and complexity of incident• Expectations of the IC• Incident objectives• Agencies/organizations/stakeholders involved• Political subdivisions• Incident activities/situation• Special concerns/limits on information release	<input type="checkbox"/>
4.	Begin/maintain Unit Activity Log (ISM 214)	<input type="checkbox"/>
5.	Acquire materials listed above	<input type="checkbox"/>

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2260 Organization - Checklist:

STEP	ACTION	
1.	Establish a dedicated phone line for inquiries from the media	<input type="checkbox"/>
2.	Gather basic facts about the crisis – who, what, where, and when	<input type="checkbox"/>
3.	Use this information to answer inquiries	<input type="checkbox"/>
4.	Assign three people to help you (no qualifications needed) and give them the following tasks (see next page for job descriptions): Inquiries Assistant Incident Data Assistant News Release Assistant	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.	Select a location for the Joint Information Center. The location should meet the following criteria: <ul style="list-style-type: none">• Enough space for 12 people to work• A minimum of eight AC outlets or power strips used within fire codes• Access to a copier• Within or located close to the command post	<input type="checkbox"/>
6.	Call for more assistance, preferably people trained in Joint Information Center and Incident Command System operations	<input type="checkbox"/>
7.	Complete forms and reports required of the assigned position and send material through supervisor to Documentation Unit	<input type="checkbox"/>

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2265 Inquiries Assistant - Checklist:

The first person assigned to assist the Initial IO will respond to telephone requests for information.

STEP	ACTION	
1.	Use the dedicated phone to answer calls from the media	<input type="checkbox"/>
2.	Record names and phone numbers of who called	<input type="checkbox"/>
3.	Use approved news release and information from Incident Data Assistant to answer media calls	<input type="checkbox"/>
4.	If a question is asked that you cannot answer, write down the question, who asked it and their number so it can be answered later	<input type="checkbox"/>

2270 Incident Data Assistant - Checklist:

The second person assigned to assist the Initial IO will gather incident data.

STEP	ACTION	
1.	Gather information about the incident	<input type="checkbox"/>
2.	Provide this information to the assistants handling inquiries and written news releases	<input type="checkbox"/>

2275 News Release Assistant - Checklist:

The third person assigned to assist the Initial IO will prepare written news releases.

STEP	ACTION	
1.	Assemble the facts into two or three sentences that answer: <ul style="list-style-type: none">• who• what• when• where	<input type="checkbox"/>
2.	List the remaining facts and information in bullet form <i>Example: What agencies are responding, type and amount of equipment</i> NOTE: The release should be only one page in length. If there is a need for additional information about specific topics then a separate fact sheet should be done.	<input type="checkbox"/>
3.	Spell check and edit the release and give it to the IO for approval	<input type="checkbox"/>
4.	Give approved release to Inquiries Assistant and Incident Commander	<input type="checkbox"/>
5.	Fax to media and other requestors	<input type="checkbox"/>

2280 Press Releases

A press release should tell the who, what, when, where and how of an incident. Once these basic elements are developed, the press release should address items of specific concern to the media and the public, including the following items:

- Who is taking responsibility for the spill?
- What is the response? What kind of equipment is being deployed?
- What is the relationship of response to the ACP?
- What is the cause of the incident?
- How toxic is the spill?
- What is the impact?
- What type of oil is it and what are its significant properties?
- How much will the cleanup cost and how long will it take?
- How many gallons were spilled?
- Would a double hull have prevented or minimized the amount of oil spilled?
- Is this the worst spill in the region: compare with history of other spills in the area?
- Has the master and crew of the ship been tested for drugs and alcohol?
- Is benzene present? Is it a problem?
- What should people do if they get oil on them?
- Who should be contacted for claims?
- Who should volunteers contact?

An updated press release should be prepared at regular intervals so that the media can be continually informed of progress. The press releases should be provided in a timely manner to enable the media to meet their daily news deadline.

2285 Public Statement - Checklist:

The Press Conference Checklist in section 2125 should be used for making any public statements

2290 Use of the Internet - Overview:

An official web site is the most efficient method to distribute the Unified Command's message to the media and public. Coast Guard First District Public Affairs can quickly create a web site and has trained personnel to maintain this site throughout an incident. Some information that should be posted on the site include:

- Press Releases
- Digital Photography
- Overflight Maps
- Situation Reports
- Public Health and Safety Information
- Public Contact Information (Claims, Questions, Oiled Wildlife)
- Other Public Information

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2295 Demobilization - Checklist:

STEP	ACTION	
1.	Receive Demobilization Plan from Demobilization Unit Leader/Planning Section Chief	<input type="checkbox"/>
2.	Brief subordinates regarding demobilization Debrief appropriate personnel prior to departing incident <ul style="list-style-type: none">• Incident Commander• Planning Section Chief• Logistics Section Chief• Agency representatives	<input type="checkbox"/>
3.	Supervise demobilization of unit, including storage of supplies	<input type="checkbox"/>
4.	Provide Supply Unit Leader with a list of supplies to be replenished	<input type="checkbox"/>
5.	Forward all Section/Unit documentation to Documentation Unit	<input type="checkbox"/>
6.	Complete Check-out Sheet	<input type="checkbox"/>

Plymouth to Salisbury, Massachusetts Area Contingency Plan

2000 COMMAND

2300 Information Exchange Matrix

Inputs/Outputs

Below is an input/output matrix to assist the Information Officer with obtaining information from other ICS positions and providing information to ICS positions.

MEET With:	WHEN:	IO OBTAINS:	IO PROVIDES:
Incident Commander	Immediately after check-in Command Staff meeting As needed for news release authority	Initial incident data Appointment of best person to be IO Command messages(s) News release authority	Level of public interest Public information strategy Speaker preparation News releases, fact sheets, video, photos and news clips Interview, news brief and town meeting schedules
Planning Section Chief	Planning Meeting	Incident situation status data continuously Daily meeting schedule Copy of the IAP	Interview, news brief and town meeting schedules
Demobilization Unit Leader	Standing down Joint Information Center		Unit Log (ICS 214)
Operations Section Chief	Operations Briefing As needed	Incident situation data Air/vessel transportation for JIC personnel, media, community and distinguished visitors to incident site	News releases, fact sheets, video, photos and news clips Names of people needing air/vessel transportation

Continued on Next Page

Plymouth to Salisbury, Massachusetts Area Contingency Plan

2000 COMMAND

Information Exchange Matrix (cont'd)

MEET With:	WHEN:	IO OBTAINS:	IO PROVIDES:
Safety Officer	Initial incident brief Command Staff meeting Operations Briefing JIC personnel, media, community and distinguished visitors need access to incident site	Briefing for JIC personnel, media, community and distinguished visitors Personal protective equipment when going on-site	News releases, fact sheets, video, photos and news clips Roster of on-site visitors escorted by JIC personnel Escorts for media, community and distinguished visitors to incident site
Liaison Officer	Command Staff meeting Operations Briefing Planning Meeting As needed	Names and numbers of additional agencies, organizations and stakeholders to be added to JIC dissemination list	News releases, fact sheets, video, photos and news clips Assist with distinguished visitor escorts Names of additional agencies, organizations and stake holders for incorporation into incident
Situation Unit Leader	Planning Meeting	Future projections for incident.	

Continued on Next Page

Plymouth to Salisbury, Massachusetts Area Contingency Plan

2000 COMMAND

Information Exchange Matrix (cont'd)

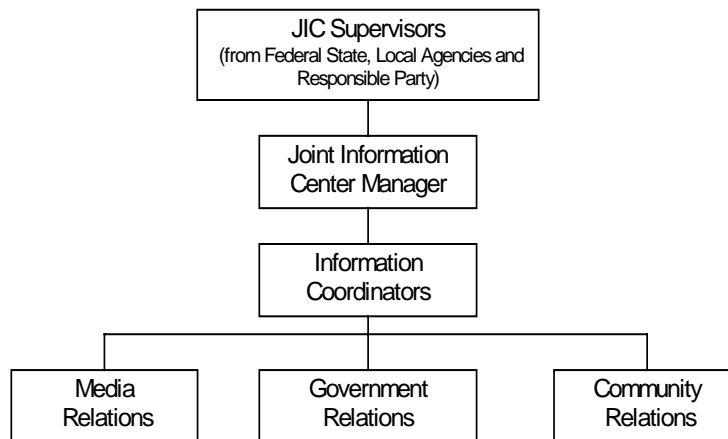
MEET With:	WHEN:	IO OBTAINS:	IO PROVIDES:
Logistics Section Chief	Operations Briefing As needed	JIC materials (refer to IO job aid) Specialized clothing Enough space for at least 12 people to work Contract assistance for: <ul style="list-style-type: none">• Newspaper, television and radio, clipping service• Procurement, film processing, video dubbing service, and audio visual support	News releases, fact sheets, video, photos and news clips
Finance Section Chief	Operations brief As needed	Travel order numbers and accounting data	News releases, fact sheets, video, photos and news clips
Response Personnel	Initial brief Operations brief As needed	Spokespeople at news conference, town meetings and individual interviews with media	Speaker preparation News releases, fact sheets, video, photos and news clips

2305 Joint Information Center (JIC)

During a major oil spill where media activity is expected to last several days, a Joint Information Center (JIC) should be established to coordinate public affairs activities between participating agencies. The role of the JIC includes:

- Serving as a central location for media to receive up-to-date information about the response.
- Providing responses to incoming requests for general information.
- Ensuring Responsible Party, State and Federal government statements are aligned through the Unified Command.
- Issuing press releases.
- Scheduling and coordinating news conferences and media briefings.
- Providing outreach to the general public by keeping local civic, business and opinion leaders informed.
- Coordinating use of internet technology for information dissemination.

2310 Joint Information Center Organization and Position Descriptions:



2315 JIC Supervisors

These positions are held by the senior public affairs representatives for the:

- U S Coast Guard
- Commonwealth of Massachusetts
- Responsible Party

JIC Supervisors report to the Unified Command and provide strategic public relations advice and guidance. The JIC Supervisors will:

- Ensure that a JIC is established and fully functioning
- Establish public information goals and objectives for the spill incident that ensures accurate and timely dissemination of information
- Provide direction on handling controversial and sensitive spill response issues, for example, use of dispersants, in-situ burning, drug testing, enforcement investigations, access for news media, etc.
- Receive input on issues from the JIC Manager
- Establish a schedule for news conferences, briefings and public informational meetings
- Prepare On Scene Coordinators/Incident Commanders for news conferences and briefings
- Resolve disputes that may arise regarding public affairs issues between agencies and responsible parties

2320 Joint Information Manager

An experienced public affairs information specialist with working knowledge of oil spill response issues and the Incident Command System will hold this position.

The JIC Manager will:

- Review information supplied by information coordinators, ensure accuracy and consistency and determine appropriate method for dissemination (to production for updates, copying for JIC staff, etc.)
- Ensure news media updates, news releases and fact sheets are distributed to JIC staff, command post staff, on-site news media, off-site news media, off-site agency officials and other interested parties
- Provide orientation for newly arriving or assigned public information staff.

2325 Information Coordinators

Information coordinators report to the JIC Manager and are responsible for gathering specific information about the spill response effort directly from Operations, Planning, etc. Information coordinators will work closely with the appropriate section supervisor and/or the designated

section public information contact. Information gathered is provided to the JIC Manager for dissemination. Information coordinators should be assigned to:

- Operations (offshore activities)
- Operations (onshore activities)
- Planning/Logistics/Finance
- Environmental/Economic Impact

TAB – ICS FACILITATOR

2330 ICS Facilitator

Although not a position under the NIIMS ICS system, the ICS Facilitator performs the vital role as an organizational consultant. The ICS Facilitator monitors the efficient implementation of ICS and keep the Unified Command apprised regarding the need for changes to the response organizational structure.

- Observe the response organization and provide recommendations as necessary to Section Chiefs and the Unified Command on improvements, such as the flow of information within the organization, staffing or addressing issues at the appropriated level within the organization.
- Facilitate transitions between different Spill Management Teams.

2340 Investigation Specialist

The Investigation Specialist is responsible for the coordinated management of all matters relating to the multiple investigations surrounding the event: CG, NTSB, Criminal, etc.

- Assess situation from law enforcement perspective.
- Establish investigative priorities.
- Develop plan for collection and preservation of evidence.
- Ensure investigations do not interfere with or adversely affect cleanups.
- Keep IC informed on progress of investigation.
- Ensure appropriate drug and alcohol testing has been completed.

2350 Environmental Specialist

The Unified Command may wish to have Environmental Representatives, such as the Scientific Support Coordinator, who, while assigned primarily to the Planning Section as members of the general staff, will also act as part of the command staff as necessary.

2360 Natural Resource Damage Assessment Unit (NRDA)

The NRDA representative will identify the type and degree of impacts to public biological and cultural resources in order to assist in restoring those resources. NRDA may involve a range of field surveys and studies used to develop a monetary damage claim, or may involve immediately developing a restoration plan with the responsible party. Given that the goals of NRDA are outside the sphere of most emergency spill response actions, NRDA activities generally do not occur within the structure of the Incident Command System. However, particularly in the early phases of a spill response, many NRDA activities overlap with environmental assessment performed for the sake of spill response.

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2000 COMMAND

2400 Reserved

2500 Reserved

2600 Reserved

2700 Reserved for Area

2800 Reserved for District

2900 Reserved

TAB – OPERATIONS

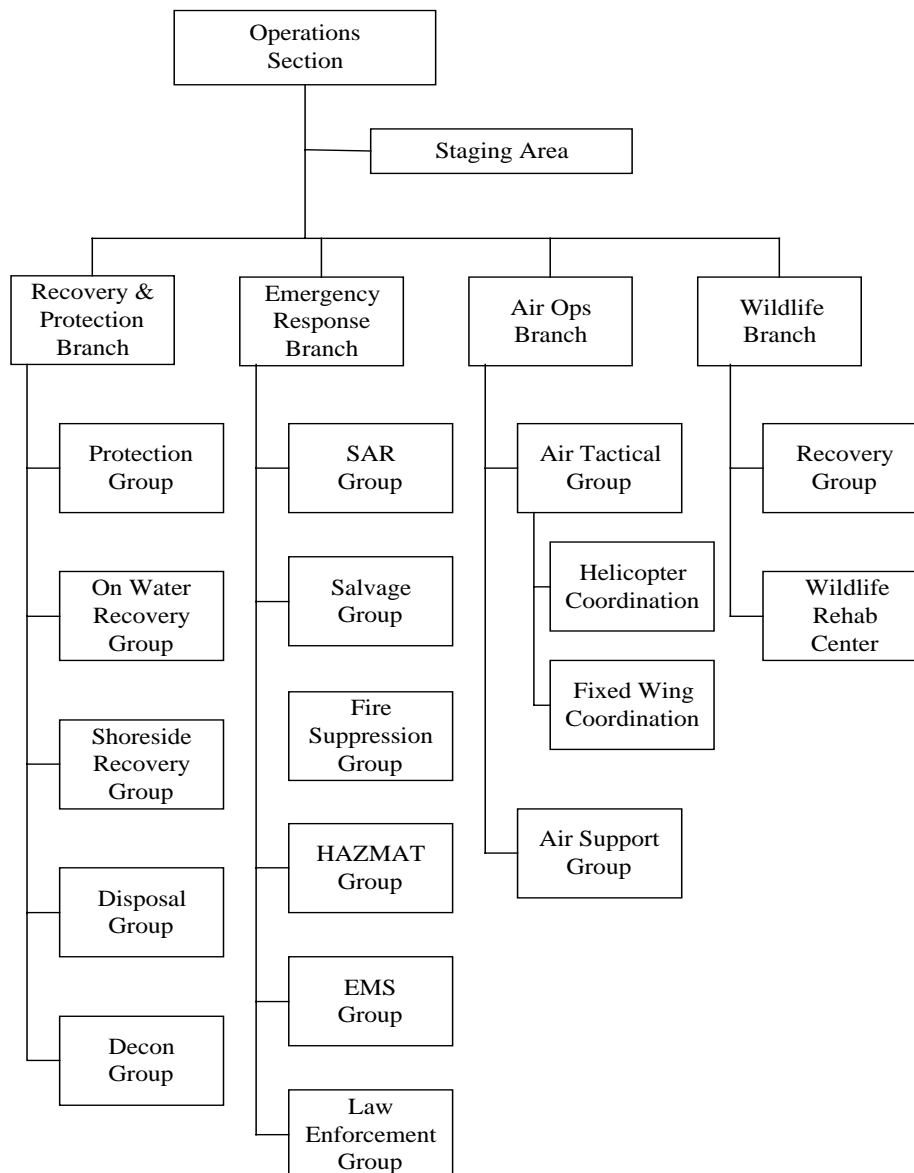
Plymouth to Salisbury, Massachusetts Area Contingency Plan

3000 OPERATIONS

3000 Operations

3100 Operations Section

The Operations Section directs the preparation of unit operational plans, conducts tactical operations, requests or releases resources, makes changes to the Incident Action Plan as necessary, and reports these changes to the Unified Command.



Plymouth to Salisbury, Massachusetts Area Contingency Plan

3000 OPERATIONS

3110 Operations Section Chief

The Operations Section Chief is responsible for the direction and coordination of all tactical operations. The Section Chief implements all objectives and plans that the Unified Command and Planning Section have devised. See the FOG for specific responsibilities. The Operations Section Chief also:

- Assists the Planning Section in defining strategic response goals and tactical operational objectives detailed in the Incident Action Plan.
- Develops detailed mission assignments, sortie schedules, duty lists, and operational assignments to accomplish the strategic response goals and tactical operational objectives.
- Identifies additional response resources required or recommends the release of resources to the Unified Command.
- Evaluates and reports on response countermeasure efficiency.
- Ensures resources are used efficiently.
- Ensures staging areas are established.
- Ensures evidence is preserved.

3111 Containment and Cleanup - Overview

In developing response strategies and tactics, the following should be addressed:

- Determine type and location of shoreline cleanup
- Monitor and refine cleanup strategies
- Determine Booming and containment needs taking into account:
 - Offshore considerations
 - Near shore considerations
 - Shoreline considerations
 - Inland considerations
 - Sensitive areas
 - Staging areas
- Determine effectiveness of other response techniques:
 - Trenching and Diking
 - Siphon Dams (for floating substances)
 - Filter Fences (for floating substances)
 - Water Sprays
 - Stream Diversion or Impoundment
 - Gelling or Chemical Agents
- Determine Temporary storage needs (Resource Conservation and Recovery Act (RCRA) permit if necessary)
- Determine requirements for transport of collected material for disposal (RCRA permit)
 - Note: Ensure adequate disposal of released substances. Moving of hazardous substances off site must comply with regulations promulgated under RCRA. Under certain circumstances, some of the procedural requirements of the RCRA

Plymouth to Salisbury, Massachusetts Area Contingency Plan

3000 OPERATIONS

regulations can be waived. The specific circumstances are described in the RCRA regulations. See section 9000 for more information.

- Set aside areas for research purposes and countermeasure effectiveness determination
- Develop criteria/guidance for terminating cleanup. Input from:
 - Unified Command (FOSC, State, Responsible party)
 - SSC and Federal, State and local scientific community
 - Natural resource trustees
 - RRT
- Ensure contaminated debris is tested for components of recovered product

3112 Monitoring and Controlling Oil Movement - Overview

- Schedule Overflights
- Ensure computer modeling/trajectories are based on latest field observations
- Continue to monitor proximity of spill to sensitive areas
- Determine need for use of dispersants, in situ burning or other spill mitigating devices or substances (See section 9000 for more information)

3113 Removal and Disposal - Overview

- Outline disposal plan
- Ensure state and local legal requirements are met
- Determine volume of oil or hazardous substances for disposal
- Identify disposal locations (on-site vs. off-site)
- Obtain necessary permits
- Secure transportation for product disposal

3114 OSHA Training Requirements – Overview

In oil spill response operations where OSHA regulations apply, the training requirements in 29 C.F.R. 1910.120(e) or (q), as applicable, must be met.

Plymouth to Salisbury, Massachusetts Area Contingency Plan
3000 OPERATIONS

3115 Initial Action - Checklist:

STEP	ACTION	
1.	Receive assignment	<input type="checkbox"/>
2.	Upon arrival at the incident, check-in at designated check-in locations.	<input type="checkbox"/>
3.	Obtain an initial brief from the Incident Commander <ul style="list-style-type: none">• Size and complexity of incident• Expectations of the IC• Incident objectives• Agencies/organizations/ stakeholders involved• Incident activities/situation• Special concerns	<input type="checkbox"/>
4.	Begin/maintain Unit/Activity log (ICS 214)	<input type="checkbox"/>
5.	Acquire work materials from list below	<input type="checkbox"/>
6.	Set up workstation	<input type="checkbox"/>
7.	Organize, assign, and brief subordinates	<input type="checkbox"/>

Plymouth to Salisbury, Massachusetts Area Contingency Plan
3000 OPERATIONS

3120 Establishing the Operations Section - Checklist:

STEP	ACTION							
1.	Identify resources <ul style="list-style-type: none"> Consult with Resource Unit Leader if assigned Consult with Division/Group Supervisors and Staging Area Managers Consult with Situation Unit Leader 	<input type="checkbox"/>						
2.	Use the decision table below to evaluate span of control within the Operations Section <table border="1" style="margin-top: 10px; width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">IF Span of Control is:</th><th style="width: 50%;">THEN:</th></tr> </thead> <tbody> <tr> <td>Optimal (e.g., 3-7 resources assigned)</td><td>Maintain current staffing</td></tr> <tr> <td>Exceeded or has the potential to be exceeded</td><td>Create branches, divisions or groups as needed; assign resources</td></tr> </tbody> </table> <p>NOTE: Establish division boundaries if using divisions. Reasons for establishing divisions or groups</p> <p>Geographic constraints:</p> <p style="margin-left: 40px;"><i>Example: River, inlet, sound, bay, onshore, offshore, highway, mountains, valleys</i></p> <p>Multi-functional operations occurring within one geographic area:</p> <p style="margin-left: 40px;"><i>Example: shoreline cleanup, near shore recovery, protective booming, emergency medical services, SAR, underwater operations</i></p>	IF Span of Control is:	THEN:	Optimal (e.g., 3-7 resources assigned)	Maintain current staffing	Exceeded or has the potential to be exceeded	Create branches, divisions or groups as needed; assign resources	<input type="checkbox"/>
IF Span of Control is:	THEN:							
Optimal (e.g., 3-7 resources assigned)	Maintain current staffing							
Exceeded or has the potential to be exceeded	Create branches, divisions or groups as needed; assign resources							
3.	Identify other agency and RP technical specialists needed to meet objectives <p style="margin-top: 10px;"><i>Example: If shoreline protection is occurring then consider need for sensitive area specialist, historical preservation specialist, and/or equipment specialist, archeologists, and Critical Incident Stress Management (CISM) teams.</i></p>	<input type="checkbox"/>						

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Plymouth to Salisbury, Massachusetts Area Contingency Plan
3000 OPERATIONS

4.	Identify and assign personnel to specific functions NOTE: These may be assigned as divisions or groups, strike teams or task forces	<input type="checkbox"/>
5.	Establish communications with the field Establish a communications schedule with branches, divisions, and group supervisors, e.g., every 4 hours check-in and pass status information. Information to pass includes: <ul style="list-style-type: none">- Daily activities- Resources assigned- Resource needs- Weather conditions on site- Safety constraints- Accomplishments for inclusion into the operations brief, specified by time- Tactics revision recommendations- Assignment recommendations- Use alternative resources that are available- (See section 1000 for other Comms resources) <i>Examples: Cell phone, VHF/UHF radio, SAT phone, computer modem, or telephone</i>	<input type="checkbox"/>

Plymouth to Salisbury, Massachusetts Area Contingency Plan
3000 OPERATIONS

6.	<p>Determine current status of operations:</p> <p>Consult with Situation Unit Leader, if assigned</p> <p>Consult branches, divisions, groups, staging area managers, task forces, and strike teams</p> <p><i>Examples of information to be obtained:</i></p> <p><i>Current tactics employed</i></p> <p><i>Resources assigned</i></p> <p><i>Resource needs</i></p> <p><i>Weather conditions on site</i></p> <p><i>Safety constraints</i></p> <p><i>Tactical revisions recommended</i></p> <p><i>Assignment recommendations</i></p>	<input type="checkbox"/>
7.	<p>Establish security and accountability for tactical resources</p> <p>Establish security at staging areas</p> <p>Establish on-site land security for divisions or groups</p> <p>Establish waterside security</p> <ul style="list-style-type: none">- Establish security zones for events dealing with national security issues- Establish safety zones for waterside operations- Have the Coast Guard issue Broadcast Notice to Mariners (BNTM) <p>Establish flight restrictions</p> <ul style="list-style-type: none">- Have the Federal Aviation Administration issue Notice to Airmen (NoTAM)	<input type="checkbox"/>

Plymouth to Salisbury, Massachusetts Area Contingency Plan
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3125 Establishing Staging Areas - Checklist:

STEP	ACTION							
1.	Establish staging area in close proximity to incident operations	<input type="checkbox"/>						
2.	<p>Establish staging area away from all hazards. Use the decision table below</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">IF:</th><th style="width: 85%;">THEN Select a Staging Area:</th></tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: top;">Water</td><td> <p>Large enough to accommodate vessel resources, i.e. shipyard for larger vessels, marinas/boat ramps for smaller vessels to provide rapid access to incident</p> <p>Other considerations:</p> <ul style="list-style-type: none"> Tidal conditions Currents Provides personnel adequate access to/from vessel </td></tr> <tr> <td style="text-align: center; vertical-align: top;">Land</td><td> <p>To accommodate any size vehicle – access roads present to accommodate resources to respond to incident</p> </td></tr> </tbody> </table>	IF:	THEN Select a Staging Area:	Water	<p>Large enough to accommodate vessel resources, i.e. shipyard for larger vessels, marinas/boat ramps for smaller vessels to provide rapid access to incident</p> <p>Other considerations:</p> <ul style="list-style-type: none"> Tidal conditions Currents Provides personnel adequate access to/from vessel 	Land	<p>To accommodate any size vehicle – access roads present to accommodate resources to respond to incident</p>	<input type="checkbox"/>
IF:	THEN Select a Staging Area:							
Water	<p>Large enough to accommodate vessel resources, i.e. shipyard for larger vessels, marinas/boat ramps for smaller vessels to provide rapid access to incident</p> <p>Other considerations:</p> <ul style="list-style-type: none"> Tidal conditions Currents Provides personnel adequate access to/from vessel 							
Land	<p>To accommodate any size vehicle – access roads present to accommodate resources to respond to incident</p>							
3.	<p>Assign Staging Area Manager</p> <p>Refer to Field Operations Guide, page 5-3, for Staging Area Manager responsibilities</p> <p>Staging Area Managers coordinate with Resource Unit Leader (RUL)</p>	<input type="checkbox"/>						
4.	<p>Coordinate with RUL for resource status at staging areas. Notify RUL when resources:</p> <ul style="list-style-type: none"> Arrive at staging area Are reassigned Are demobilized Are out of service 	<input type="checkbox"/>						

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Plymouth to Salisbury, Massachusetts Area Contingency Plan
3000 OPERATIONS

5.	Coordinate with property owners for possible staging area use Coordinate with Logistics Section Chief for possible lease agreements Coordinate with state or local agencies if publicly owned	<input type="checkbox"/>
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3130 Redirecting Resources - Checklist:

STEP	ACTION	
1.	Analyze resource allocation within divisions and groups. Use the decision table below Identify resources not fully utilized Identify resource deficiencies Request and assign, redirect, or remobilize as appropriate	<input type="checkbox"/>
2.	Inform Situation Unit Leader of resource move	<input type="checkbox"/>

Plymouth to Salisbury, Massachusetts Area Contingency Plan
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3135 Operations Brief - Checklist:

STEP	ACTION	
1.	Refer to page 13-1 in the Field Operations Guide (ICS OS-420-1)	<input type="checkbox"/>
2.	Brief current response actions and last shift's accomplishments by Division, Group, Task Force (TF) and Strike Team (ST)	<input type="checkbox"/>
3.	Brief objectives for next operational period	<input type="checkbox"/>
4.	Provide weather information <i>Example: sea state, wave height, wind speed/direction, precipitation, forecast/current trends</i>	<input type="checkbox"/>
5.	Brief Division, Group and Air Operation assignments Use ICS 215	<input type="checkbox"/>
6.	Provide safety messages	<input type="checkbox"/>
7.	Provide trajectory analysis	<input type="checkbox"/>
8.	Provide communication updates	<input type="checkbox"/>
9.	Provide transportation updates	<input type="checkbox"/>

3140 Revising Tactics In Response To Catastrophe - Checklist:

STEP	ACTION	
1.	Identify hazards	<input type="checkbox"/>
2.	Form task force or group to address emergency conditions (fire, SAR, salvage, etc.) Identify immediate strategies and tactics Identify resource needs: <ul style="list-style-type: none">- Specialized equipment- Incident specific trained personnel	<input type="checkbox"/>

Plymouth to Salisbury, Massachusetts Area Contingency Plan
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3. Exchange information with the Incident Commander. Use the decision table below ☐

IF:	THEN:
SEPARATE incident	Meet with IC for ICS 201 brief
MAJOR CHANGE in incident	Brief the IC on changes as outlined in FOG, section 13

3145 Access to Private Property – Checklist

IF Owner is	AND Owner Can	AND Adjacent Property Is	THEN
Cooperative	→	→	1. Document condition of property 2. Enter
Uncooperative	Be persuaded	→	1. Document condition of property 2. Enter
	NOT be persuaded	Available and suitable	1. Document condition of adjacent property 2. Enter adjacent property
		NOT available or NOT suitable	1. Contact local, state, federal law enforcement for escort 2. Document condition of property 3. Enter

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3150 Demobilization – Checklist

STEP	ACTION	
1.	Evaluate need for demobilization beginning early on during the event	
2.	Provide input to the demobilization plan	
3.	Consult with Liaison Officer, Demobilization Unit Leader, and Planning Section Chief for release priorities	
4.	Receive Demobilization Plan from Demobilization Unit Leader/Planning Section Chief	
5.	Brief subordinates regarding demobilization	
6.	Supervise demobilization of unit, including storage of supplies	
7.	Coordinate with Decontamination Unit Leader (if assigned) to identify contaminated resources to be demobilized; otherwise the Operations Section Chief is responsible for decontamination of resources	
8.	Provide Supply Unit Leader with a list of supplies to be replenished	
9.	Forward all Section/Unit documentation to Documentation Unit	
10.	Clean/Return/Survey/Replace all equipment	
11.	Restore Damaged Areas	
12.	Complete Check-out Sheet	

Plymouth to Salisbury, Massachusetts Area Contingency Plan **3000 OPERATIONS**

3155 Information Exchange Matrix

Inputs/Outputs

Below is an input/output matrix to assist you with obtaining information from other ICS positions and providing information to ICS positions.

Meet With:	WHEN:	OPS OBTAINS:	OPS PROVIDES:
Incident Commander	Check-in brief Command staff meeting Planning meeting Pre-ops brief	IC expectations Response objectives (prioritized list) Motivational remarks	Feedback on status of objectives Recommended strategy and tactics to meet objectives Completed ICS 215
Planning Section Chief	Tactics pre-planning meeting Planning meeting IAP prep meeting	Alternative strategies and tactics Proposed IAP Briefing on situation, critical/sensitive areas, resource status/availability, weather Completed ICS 204	Proposed strategies and tactics for next operational period Input to demobilization plan Branch/Division/Group boundaries/functions Information needed to complete ICS 204
Logistics Section Chief	Tactics pre-planning meeting	Transportation updates Prognosis for resource availability	Transportation needs Resource needs
Safety Officer	Planning meeting	Safety message	Brief on strategy and tactics for next operational period
Resource Unit Leader	Tactics pre-planning meeting Planning mtg.	Resource status	Resource needs / surplus ICS 215
Situation Unit Leader	Tactics pre-planning meeting Planning Meeting	Weather Future projections for incident	

Plymouth to Salisbury, Massachusetts Area Contingency Plan
3000 OPERATIONS

Meet With:	WHEN:	OPS OBTAINS:	OPS PROVIDES:
Division and Group Supervisors Task Force Leaders Strike Team Leaders	Prior to tactics pre-planning meeting	Current response actions Shift accomplishments Ops facilities assignment update Transportation needs Communications needs Berthing, meals, rest concerns Future resource needs	Communications plan
	Pre-ops brief		Division/Group/Air/Strike Team/Task Force assignments

3190 Staging Area Manager - Overview

Under the Operation Section Chief, the Staging Area Manager is responsible for managing all activities within the designated staging areas. See the FOG for specific responsibilities.

3200 Emergency Notification

See Section 1900

3300 Recovery & Protection Branch Director- Overview

The Recovery and Protection Branch is responsible for overseeing and implementing the protection, containment and cleanup activities established in the Incident Action Plan. See the FOG for specific responsibilities. Other responsibilities include:

- Review recommendations and initiate release of resources.
- Manage on-water and shoreside recovery operations.
- Deploy containment, diversion and absorbent boom in designated locations.
- Coordinate the on-site activities of personnel engaged in collecting, storing, transporting and disposing of waste materials.
- Coordinate decontamination of personnel and response equipment.

3400 Emergency Response Branch Director - Overview

The Emergency Response Branch is responsible for overseeing and implementing emergency measures to protect life, mitigate further damage to the environment and stabilize the situation. See the FOG for specific responsibilities. Other responsibilities include:

Plymouth to Salisbury, Massachusetts Area Contingency Plan

3000 OPERATIONS

- Prioritize and coordinate all Search and Rescue (SAR) missions and mission assignments with the Operations Section Chief.
- Manage dedicated SAR resources and coordinate SAR mission resource requirements with platforms of opportunity.
- Conduct SAR mission planning.
- Direct and coordinate SAR missions.
- Determine salvage resource needs.
- Coordinate development of Salvage Plan.
- Manage dedicated salvage, firefighting, EMS and law enforcement resources.
- Prioritize responses to fires related to the incident.
- Coordinate and direct all emergency medical service (EMS) firefighting, salvage and law enforcement activities related to the incident.
- Prioritize EMS responses related to the incident.

3425 Salvage - Overview

The Emergency Response Branch Director should contact NAVSUPSALV and the Coast Guard Marine Safety Center Salvage Team (See section 1000) immediately for technical assistance. Refer to the U.S. Navy Salvage Manual (See section 9000) for detailed information.

This section describes actions to be taken in response to vessel strandings, sinkings and rescues (towing) and the relationship between the on-scene coordinator, the responsible party, the vessel's master, and the salvor. Information pertaining to salvage procedures was adapted from Chapter 8 of Volume I of the U.S. Navy Salvage Manual.

Upon stranding, the vessel's master/RP should take the following steps:

- Have ship's personnel report to emergency stations
- Secure watertight closures
- Notify Coast Guard
- Note course and speed at time of stranding
- Obtain and provide an accurate cargo stowage plan
- Evaluate the following:
 - Safety of personnel
 - Weather and sea conditions
 - Forecast for change in w/s conditions
 - Nature of the seafloor, shoreline
 - Depth of water around ship
 - Ground reaction
 - Damage to hull
 - Damage to shafting, screws, and rudder
 - Risk of further damage
 - Prospect of maintaining communications
 - Likely draft/trim
 - Potential for discharge of pollutants
 - Position of vital and cargo systems' valves
 - The liquid level of all tankage (i.e. fuel, ballast, cargo, etc.)

Plymouth to Salisbury, Massachusetts Area Contingency Plan

3000 OPERATIONS

- Take action to stabilize the ship
- Request salvage assistance immediately. If the damage assessment shows the ship will not broach, sink, or capsize, the master can attempt to back the vessel clear using full engine power on the next high tide.

The vessel's master should NOT:

- Jettison weight (lighter) in an attempt to lighten ship prior to an attempt to back the vessel off
- Attempt to back the vessel off when the bottom is torn open
- Fail to take action to stabilize the ship and to determine its condition

The unified command should

- Identify salvage resources available and time required for the following resources to arrive on scene:
 - Salvage manager
 - Classification Society
 - USCG Marine Safety Center
 - Salvage vessel(s)
 - Tugs
 - Beach gear
 - Barges with ground tackle
 - Lifting vessels
 - Pumps and hoses
 - Hull patching equipment, cement
- Initiate salvage response. Over-estimate resources needed
- Inform vessel's master of all actions taken
- Obtain services of naval architect
- Conduct analysis of ship's longitudinal strength and damaged stability

3500 Air Operations Branch Director - Overview

The air operations branch is responsible for coordinating and providing air support services to response personnel. See the FOG for specific responsibilities. Other responsibilities include:

- Oil spill trajectory mapping.
- Skimmer surveillance.
- Natural resources damage assessment.
- Deployment and retrieval of personnel to otherwise inaccessible areas.
- Coordinate with FAA as necessary.
- Maintain a status board of flight assets and status.
- Schedule flights in compliance with Incident Command priorities.
- Maintain flight safety.
- Coordinate with local airports.

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3000 OPERATIONS

3600 Reserved

3700 Reserved for Area

3800 Reserved for District

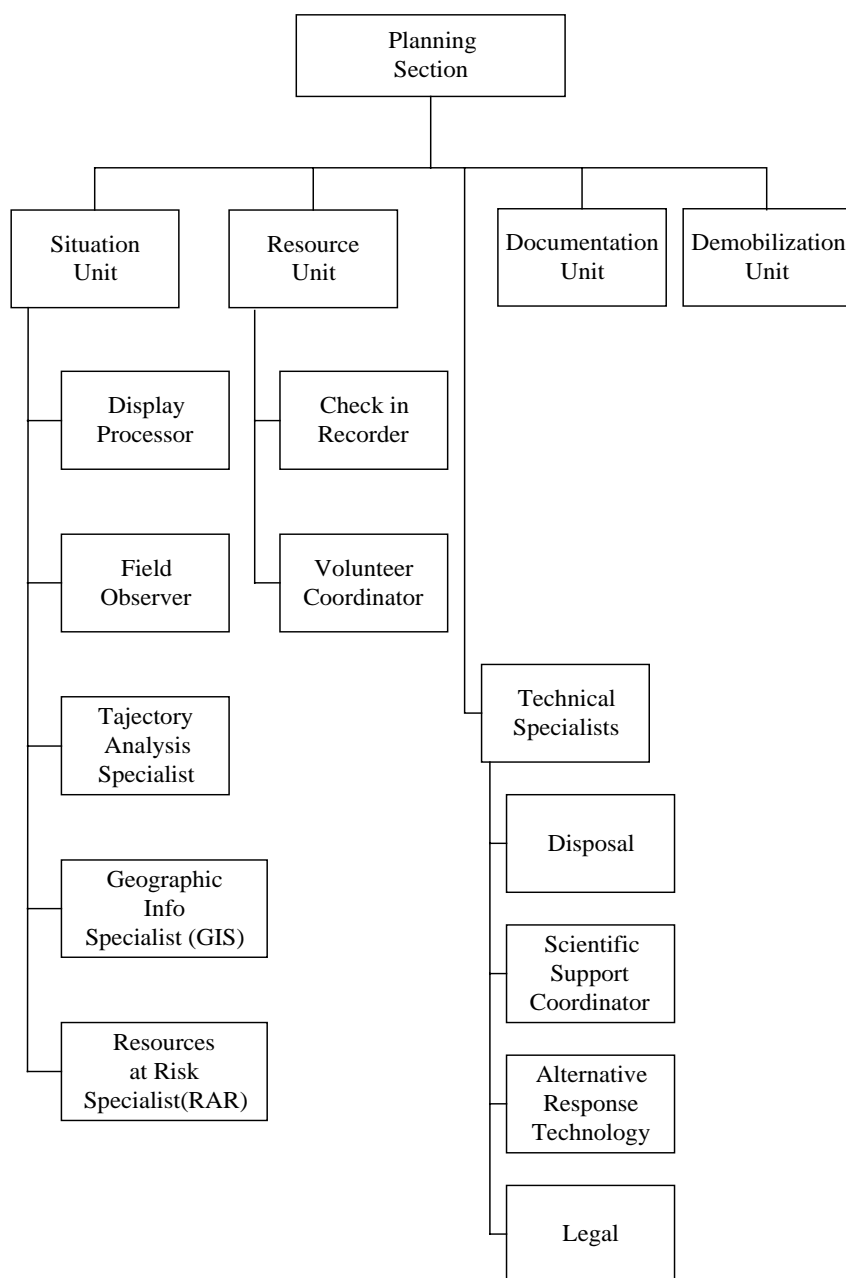
3900 Reserved

TAB – PLANNING

4000 Planning

4100 Planning Section

The Planning Section is responsible for the evaluation of tactical information and the preparation of the Incident Action Plan. The section also maintains information about the current and forecasted situation, analyzes all scientific data and maintains the status of resources.



Massachusetts Area Contingency Plan

4000 PLANNING

4110 Planning Section Chief

The Planning Section Chief is responsible for the evaluation of tactical information, monitoring of response resources and the preparation of the Incident Action Plan for approval by the Unified Command. See the FOG for specific responsibilities. The Planning Section Chief also:

- Collects information about the quantity and type of oil, loss rate, projected total loss, weather conditions, and projected trajectory of oil over time.
- Monitors current and projected response resources and schedule of delivery.
- Evaluates natural, cultural and economic sensitive resources impacted or potentially impacted.
- Recommends oil spill response priorities.
- Evaluates potential oil spill countermeasures to be recommended to the Incident Command:
 - skimming
 - booming
 - in-situ burning
 - application of dispersants
 - disposal method
 - etc...
- Develops the Incident Action Plan for the next operational period.
- Submits daily summary sheets (See Section 9000) to District as required.

4115 Initial Action - Checklist:

STEP	ACTION	
1.	Receive assignment.	
2.	Upon arrival at the incident, check-in at designated check-in location.	
3.	Obtain an initial brief from Incident Commander (IC) <ul style="list-style-type: none">• Expectations of the IC• Incident objectives• Agencies/organizations/stakeholders involved• Incident activities/situation• Special concerns• Length of Operational Period	
4.	Obtain ICS 201 from IC	
5.	Review ICS 201 (pages 1-4)	

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	ICS 201 Section (page)	Contains	Consider	
	Map/sketch (page 1)	Geographic scope of incident and layout of organization, divisions/groups facilities, boundaries, resource locations	Need for changes to geographic layout of organization	
	Summary of current actions (page 2)	Actions taken to date	Any additional actions needed	
	Current organization (page 3)	Understanding of personnel assignments to date	Adequacy of current organization to meet incident needs	
	Resource summary (page 4)	Resources on- scene and ordered in Resource location/status	Need for resources in addition to those on scene/or- dered in	
6.	Begin/maintain Unit Activity Log (ICS 214)			
7.	Acquire work materials listed above			
8.	Complete forms and reports required and send material through supervisor to Documentation Unit at end of each operational period			

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4125 Development of the Incident Action Plan – Checklist:

STEP	ACTION																
1.	<p>Determine (from Incident Commander) when the transition from ICS 201 to formal Incident Action Plan will occur:</p> <table border="1" style="margin: 10px auto; width: 80%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">This Operational Period</th><th style="text-align: center;">Next Operational Period</th></tr> </thead> <tbody> <tr> <td style="width: 20%; height: 20px;"></td><td style="width: 20%; height: 20px;"></td><td style="width: 60%; height: 20px;"></td></tr> <tr> <td style="text-align: center;">Updated Incident Briefing ICS 201</td><td style="text-align: center;">Updated Incident Briefing ICS 201</td><td style="text-align: center;">Incident Action Plan</td></tr> </tbody> </table> <table border="1" style="margin: 10px auto; width: 80%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">IF</th><th style="width: 70%;">THEN</th></tr> </thead> <tbody> <tr> <td style="height: 100px; vertical-align: top;">ICS 201</td><td> Update ICS 201 for next operational period NOTE: The ICS 201 can be used as the IAP for as long as the IC determines that this is appropriate </td></tr> <tr> <td style="height: 100px; vertical-align: top;">Formal IAP</td><td> Determine from IC <ul style="list-style-type: none"> Length of operational periods (12 or 24 hours commonly used) Start times for operational periods Deadline for submission of IAP </td></tr> </tbody> </table>	This Operational Period		Next Operational Period				Updated Incident Briefing ICS 201	Updated Incident Briefing ICS 201	Incident Action Plan	IF	THEN	ICS 201	Update ICS 201 for next operational period NOTE: The ICS 201 can be used as the IAP for as long as the IC determines that this is appropriate	Formal IAP	Determine from IC <ul style="list-style-type: none"> Length of operational periods (12 or 24 hours commonly used) Start times for operational periods Deadline for submission of IAP 	
This Operational Period		Next Operational Period															
Updated Incident Briefing ICS 201	Updated Incident Briefing ICS 201	Incident Action Plan															
IF	THEN																
ICS 201	Update ICS 201 for next operational period NOTE: The ICS 201 can be used as the IAP for as long as the IC determines that this is appropriate																
Formal IAP	Determine from IC <ul style="list-style-type: none"> Length of operational periods (12 or 24 hours commonly used) Start times for operational periods Deadline for submission of IAP 																

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STEP	ACTION													
2.	<p>Given the IAP submission deadline, and using the planning cycle illustrated below, work backwards to establish the IAP development schedule:</p> <table border="1"> <thead> <tr> <th>IF</th><th>AND Event is:</th><th>THEN</th></tr> </thead> <tbody> <tr> <td rowspan="4">Submission Deadline = X (hours)</td><td>IC/UC command objectives</td><td>X – 8 hrs.</td></tr> <tr> <td>Pre-planning meeting</td><td>X – 6 hrs.</td></tr> <tr> <td>Planning meeting</td><td>X – 3 hrs.</td></tr> <tr> <td>IAP preparation</td><td>X – 2 hrs.</td></tr> </tbody> </table> <p>This IAP development schedule should be used to negotiate the submission deadline for the first IAP. The PSC is responsible for ensuring the IC understands the development cycle and the time needed to produce the IAP.</p> <p>NOTE: These times are approximated for the first cycle and may vary significantly based on incident complexity and length of operational period.</p>	IF	AND Event is:	THEN	Submission Deadline = X (hours)	IC/UC command objectives	X – 8 hrs.	Pre-planning meeting	X – 6 hrs.	Planning meeting	X – 3 hrs.	IAP preparation	X – 2 hrs.	
IF	AND Event is:	THEN												
Submission Deadline = X (hours)	IC/UC command objectives	X – 8 hrs.												
	Pre-planning meeting	X – 6 hrs.												
	Planning meeting	X – 3 hrs.												
	IAP preparation	X – 2 hrs.												

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4130 Meeting Facilitation – Checklist

STEP	ACTION	
1.	Based on times determined in previous steps, instruct the Situation Unit Leader to prepare ICS 230 (Daily Meeting Schedule) NOTE: These are not the only meetings/events that need to be included on the ICS 230; ensure the SUL also includes press briefs, VIP visits, IC updates, command staff meetings and other significant events during the operational period.	
2.	Ensure completed ICS 230 is posted on Situation Status display and distributed to all Command Staff, Section Chiefs, Division/Group Supervisors and appropriate Unit Leaders	
3.	Send reminders to meeting attendees 15-30 minutes before meeting to ensure prompt attendance NOTE: This can be done via ICS 213, email, messenger, announcement, MSO routing form or any other method that is effective at getting the word out.	
4.	At designated time, facilitate each meeting to maintain schedule, cover all required aspects and produce expected deliverables See IF/THEN table on the next pages NOTE: Agendas can be preprinted in ICS 231 (Meeting Description) and used for various meetings.	

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Incident Action Plan Prepared (cont'd)

Facilitate Meetings (cont'd) The meeting facilitation job aid continues below.

IF Meeting Is	THEN			
	Attendees Are	Agenda Is	Presenter Is	Deliverables Are
Pre-Planning	PSC OPS RUL LSC	Objectives for the next operational period (clearly stated and attainable with the resources available, yet flexible enough to allow OPS to choose tactics) Strategies (primary and alternatives) Prepare a draft of ICS 215 to identify resources that should be ordered through LSC. This process can be completed by OPS and RUL after the meeting adjourns, with RUL preparing an enlarged ICS 215 for the Planning Meeting	OPS OPS with PSC RUL	Primary strategies Alternative strategies Draft ICS 215 (Operational Planning Worksheet)
Planning	IC IO LO SO OPS PSC LSC FSC RUL SUL Air Ops Technical Specialist s (as needed)	Incident objectives/policy issues Briefing of situation, critical and sensitive areas, weather/sea forecast, resource status/availability Primary and alternative strategies to meet objectives Designate Branch, Division, Group boundaries and functions as appropriate, using maps and ICS 215	IC/UC PSC with SUL, RUL OPS with PSC, LSC	

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Incident Action Plan Prepared (cont'd)

Facilitate Meetings (cont'd) The meeting facilitation job aid continues below.

IF Meeting Is	THEN			
	Attendees Are	Agenda Is	Person Tasked	Deliverables Are
Planning (cont'd)		Specify tactics for each Division, note limitations Specify resources needed by Division/Groups Specify operations facilities and reporting locations – plot on map Develop resources, support and overhead orders Financial concerns/reports Communications, traffic, safety, medical, and other support Contributing organization/agency considerations regarding work plan Safety considerations regarding work plan Media considerations regarding work plan Finalize/approve work plan for next operational period	OPS with SUL OPS with PSC, LSC OPS with LSC PSC, LSC FSC LSC with PSC LO SO IO IC/UC	Final ICS 215 Conceptual approval of IAP with input from all organizational elements

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Incident Action Plan Prepared (cont'd)

Facilitate Meetings (cont'd) The meeting facilitation job aid continues below.

IF Meeting Is	THEN			
	Attendees Are	Agenda Is	Person Tasked	Deliverables Are
IAP Prep NOTE: Held immediately following the Planning Meeting – have required attendees stay after Planning Meeting	LSC	Discuss deadlines for following:	RUL	ICS 202, ICS 203/207 ICS 204
	PSC	Incident Objectives (ICS 202)		
	OPS	Organization		
	RUL	List/Chart (ICS 203 or 207)		
	SUL	Assignment List (ICS 204)		
	SO	Communications Plan (ICS 205)	LSC	ICS 205/206
		Medical Plan (ICS 206)		
		Traffic Plan		Traffic Plan
		Incident map	SUL	Incident maps ICS-OS-209 ICS-OS-232
		Operational Components (use as pertinent):		
		Air Operations Summary (ICS 220)	OPS	ICS 220
		Daily Safety Message	SO	Daily Safety Message
		Demobilization Plan	PSC	Demobilization Plan

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Incident Action Plan Prepared (cont'd)

Facilitate Meetings (cont'd) The meeting facilitation job aid continues below.

IF Meeting Is	THEN			
	Attendees Are	Agenda Is	Person Tasked	Deliverables Are
Ops (shift) Brief	IC	Review of IC/UC objectives,	PSC	Convey IAP objectives and assignments to oncoming shift
	IO			
	LO	Review changes to IAP	OPS	
	SO	Current response actions and last shift's accomplishments		
	OPS	Division/Group and air operations assignments		
	PSC		SUL	
	LSC	Weather and sea conditions forecast		
	FSC	Trajectory analysis	LSC	
	Div/Group Supervisors	Transport, communications, supply updates		
	Task Force Leaders	Safety issues	SO	
	Strike Team Leaders	Financial report	FSC	
			IO	
			LO	
	Unit Leaders	Media report		
		Contributing organization/ agency reports/concerns	IC/UC	
	Incident Action Plan approval and motivational remarks			

NOTE: If the incident is spread out over a large geographic area consider conducting the shift briefs in the vicinity of the actual work areas. The Division/Group Supervisors would carry out these shift briefs.

NOTE: Meeting occurs approximately 1 hour prior to start of each shift

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4132 Evaluating Alternative Strategies – Checklist

STEP	ACTION											
1.	Determine alternate plan(s) for each primary strategy proposed by OPS during the pre-planning meeting. Review information in section 9400 Alternative Response Technology											
2.	<p>Determine if alternate plans are precluded by any policy, regulation or other incident specific constraint (See Section 9000)</p> <table border="1"> <thead> <tr> <th>IF Alternate Strategy</th><th>AND</th><th>THEN</th></tr> </thead> <tbody> <tr> <td>NOT feasible</td><td>————→</td><td rowspan="2">Present only primary plan at planning meeting</td></tr> <tr> <td rowspan="2">Feasible</td><td>Precluded by constraints</td></tr> <tr> <td>NOT precluded by constraints</td><td>Present at planning meeting as alternative</td></tr> </tbody> </table>	IF Alternate Strategy	AND	THEN	NOT feasible	————→	Present only primary plan at planning meeting	Feasible	Precluded by constraints	NOT precluded by constraints	Present at planning meeting as alternative	
IF Alternate Strategy	AND	THEN										
NOT feasible	————→	Present only primary plan at planning meeting										
Feasible	Precluded by constraints											
	NOT precluded by constraints	Present at planning meeting as alternative										
3.	<p>For each alternative strategy to be presented determine:</p> <ul style="list-style-type: none"> Resources needed to execute Resource availability 											
4.	Be prepared to present and discuss pros/cons of alternate strategies at planning meeting											

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4135 Assembly of the Incident Action Plan – Checklist:

STEP	ACTION																																																									
1.	At conclusion of IAP prep meeting ensure assignments/expectations are clear																																																									
2.	Instruct those responsible for developing portions of the IAP to provide advance notice if deadlines will not be met																																																									
3.	Ensure duplication services available/adequate																																																									
4.	Assemble forms for IAP																																																									
	<table border="1"> <thead> <tr> <th>Form # (Name)</th><th>Prepared By</th><th>Draft</th><th>Final</th></tr> </thead> <tbody> <tr> <td>IAP Cover</td><td>SUL</td><td></td><td></td></tr> <tr> <td>ICS 202 (Response Objectives)</td><td>PSC</td><td></td><td></td></tr> <tr> <td>ICS 203 (Organization Assignments)</td><td>RUL</td><td></td><td></td></tr> <tr> <td>ICS 204 (Division/Group Assignment)</td><td>OPS/RUL</td><td></td><td></td></tr> <tr> <td>ICS 205 (Communications Plan)</td><td>Comms Unit Leader</td><td></td><td></td></tr> <tr> <td>ICS 206 (Medical Plan)</td><td>Medical Unit Leader</td><td></td><td></td></tr> <tr> <td>ICS 232 (Resources at Risk)</td><td>SUL</td><td></td><td></td></tr> <tr> <td>ICS-OS-209</td><td>SUL/RUL</td><td></td><td></td></tr> <tr> <td>ICS 220</td><td>OPS</td><td></td><td></td></tr> <tr> <td>Daily Safety Message</td><td>Safety Officer</td><td></td><td></td></tr> <tr> <td>Traffic Plan*</td><td>Ground Support Unit Leader</td><td></td><td></td></tr> <tr> <td>Incident map(s)</td><td>SUL</td><td></td><td></td></tr> <tr> <td>Demobilization Plan*</td><td>Demob Unit Leader</td><td></td><td></td></tr> </tbody> </table>	Form # (Name)	Prepared By	Draft	Final	IAP Cover	SUL			ICS 202 (Response Objectives)	PSC			ICS 203 (Organization Assignments)	RUL			ICS 204 (Division/Group Assignment)	OPS/RUL			ICS 205 (Communications Plan)	Comms Unit Leader			ICS 206 (Medical Plan)	Medical Unit Leader			ICS 232 (Resources at Risk)	SUL			ICS-OS-209	SUL/RUL			ICS 220	OPS			Daily Safety Message	Safety Officer			Traffic Plan*	Ground Support Unit Leader			Incident map(s)	SUL			Demobilization Plan*	Demob Unit Leader			
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Incident Action Plan Prepared (cont'd)

**Prepare the IAP
(cont'd)**

The IAP preparation checklist is continued below.

STEP	ACTION	
5.	Proofread IAP, ensure forms are complete and signed by originator	
6.	Present to IC/UC for final approval/signature	
7.	Duplicate as needed	
8.	Route signed original to DUL	
9.	Distribute as needed	

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4155 Recommended Release of Resources – Checklist:

STEP	ACTION							
1.	<p>Identify excess resources via ICS 215 process or feedback from the field.</p> <p>NOTE: If resource is a Task Force or Strike Team, disassemble into single resources before proceeding to Step 2</p>							
2.	<p>Determine if resources are needed elsewhere at the incident</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>IF Resources</th><th>THEN</th></tr> </thead> <tbody> <tr> <td>Needed elsewhere at incident</td><td>PSC and OPS reassign and notify RUL of status change</td></tr> <tr> <td>Not needed at incident</td><td>Place on list of resources proposed for demobilization</td></tr> </tbody> </table>	IF Resources	THEN	Needed elsewhere at incident	PSC and OPS reassign and notify RUL of status change	Not needed at incident	Place on list of resources proposed for demobilization	
IF Resources	THEN							
Needed elsewhere at incident	PSC and OPS reassign and notify RUL of status change							
Not needed at incident	Place on list of resources proposed for demobilization							
3.	Present list of resources proposed for demobilization to IC/UC							
4.	<p>Demobilize resources that IC/UC approves for release</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>IF Resource</th><th>THEN</th></tr> </thead> <tbody> <tr> <td>Approved for demobilization</td><td>Demobilize in accordance with approved demobilization plan</td></tr> <tr> <td>NOT approved for demobilization</td><td> <p>Determine reason</p> <p>Keep at incident</p> <p>Notify RUL of status</p> </td></tr> </tbody> </table>	IF Resource	THEN	Approved for demobilization	Demobilize in accordance with approved demobilization plan	NOT approved for demobilization	<p>Determine reason</p> <p>Keep at incident</p> <p>Notify RUL of status</p>	
IF Resource	THEN							
Approved for demobilization	Demobilize in accordance with approved demobilization plan							
NOT approved for demobilization	<p>Determine reason</p> <p>Keep at incident</p> <p>Notify RUL of status</p>							

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4160 Demobilization – Checklist:

STEP	ACTION	
1.	Develop demobilization plan or receive it from Demobilization Unit Leader	
2.	Brief subordinates regarding demobilization	
3.	Debrief appropriate personnel prior to departing incident <ul style="list-style-type: none">• • Incident Commander• • Logistics Section Chief	
4.	Supervise demobilization of section, including storage of supplies	
5.	Provide Supply Unit Leader with a list of supplies to be replenished	
6.	Forward all Section documentation to Documentation Unit	
7.	Complete Check-out Sheet	

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4170 Information Exchange Matrix

Information Exchange Matrix

Inputs/Outputs

Below is an input/output matrix to assist the Planning Section Chief with obtaining information from other ICS positions and providing information to ICS positions.

MEET With	WHEN	PSC OBTAINS	PSC PROVIDES
Incident Commander	Initial incident brief During initial response phase Planning meeting IAP approval process	ICS 201 or verbal brief on incident status Operational Periods Deadline for initial IAP submission IC/UC objectives Restatement of response objectives Approved IAP	Feedback on initial response activity/organization Feedback on operational period and IAP deadline Feedback on objectives Proposed IAP Briefing on situation, critical/sensitive areas, resource status/availability, weather IAP for approval
Safety Officer	Planning meeting IAP prep process	Concerns regarding safety issues in IAP Safety messages	Proposed IAP Briefing on situation, critical/sensitive areas, resource status/availability, weather Feedback on safety messages Update on response operations
Liaison Officer	Planning meeting	Concerns regarding liaison issues	Proposed IAP Briefing on situation, critical/sensitive areas, resource status/availability, weather
Information Officer	During initial response phase Planning meetings	Estimated time of press briefings Media concerns considerations	Completed ICS 230 (Meeting Schedule) Proposed IAP Briefing on situation, critical/sensitive areas, resource status/availability, weather

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Information Exchange Matrix (continued)

MEET With	WHEN	PSC OBTAINS	PSC PROVIDES
Operations Section Chief	Pre-planning meeting Planning meeting IAP prep meeting	Strategy/tactics Resource needs Primary/alternative strategies Branch/Division and Group boundaries/function s Tactics Resource needs Ops facilities Information to complete ICS 204's ICS 220 (Air Operations Summary)	Input on alternative strategies Proposed IAP Briefing on situation, critical/sensitive areas, resource status/availability, weather Completed ICS 204's Feedback on IAP submissions
Logistics Section Chief	During initial response phase Planning meeting IAP prep	Confirmation of staffing order Feedback on resource availability Facility details Support plan input ICS 205 ICS 206 Support plans (Traffic Plan)	ICS 213 with resource order to staff Planning Section Proposed IAP Briefing on situation, critical/sensitive areas, resource status/availability, weather Feedback on IAP submissions
Finance/ Administration Section Chief	Planning meeting Shift brief	Update on finance concerns Financial Report	Proposed IAP Briefing on situation, critical/sensitive areas, resource status/availability, weather Review of IC/UC objectives
Technical Specialists	As they report in	Check-in information	Assignment Brief on incident status

TAB – SITUATION UNIT LEADER

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4200 Situation Unit Leader

The Situation Unit Leader is responsible for the display of incident status information obtained from field observers, scientific support and aerial photographs and for the planning of the meeting schedule. See the FOG for specific responsibilities. Other responsibilities include:

- Attempt to determine quantity and type of oil lost, loss rate, if continuing, and, projected total loss of oil
- Track the quantity of oil recovered
- Display the current oil location and projected trajectory
- Anticipate impacts on natural resources
- Display weather and sea conditions

4210 Initial Action - Checklist:

STEP	ACTION	
1.	Receive assignment	
2.	Upon arrival at the incident, check-in at Incident Command Post	
3.	Obtain an initial brief from Planning Section Chief <ul style="list-style-type: none">• Size and Complexity of incident• Expectations of the IC• Incident objectives• Agencies/Organizations/stakeholders involved• Incident activities/situation• Special concerns	
4.	Review ICS 201 or IAP	
5.	Begin/maintain Unit Activity Log (ICS 214)	

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6.	<p>Establish work location within the ICP</p> <ul style="list-style-type: none"> • Adequate space • Located between the Planning and Operations Sections near the Resources Unit • Establish a system for receiving information/updates <i>For example: inboxes, envelopes, easel chart</i> • Capability for displays to be placed on walls (maps, charts, forms, etc.) 	
7.	Acquire work materials listed above	
8.	<p>Calculate staffing requirements for Situation Unit</p> <p>Determine number of field observers needed</p> <p>NOTE: Normally (1) per division</p> <p>Determine number of displays</p> <p>Determine technical specialists needed</p> <p><i>Example: Trajectory Analysis Specialist, Geographic Information Specialist (GIS), Resources At Risk Specialist (RAR)</i></p>	
9.	Submit resource order form/request for personnel required to PSC	
10.	<p>Brief Situation Unit Staff on responsibilities as noted in FOG (Section 6)</p> <p>NOTE:</p> <ul style="list-style-type: none"> • Brief field observers to only report current status to display processor • Ensure display processor only displays current status "proofed" by field observers • Do NOT allow anyone else to remove or add to displays! • Set up specific times for field observers to check in with updates and for briefings by display processors 	
11.	Complete forms and reports required of the assigned position and send material through supervisor to Documentation Unit	

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4215 Status Board – Checklist:

STEP	ACTION	
1.	Setup display similar to the example below	
2	Establish INBOX/OUTBOX area near displays for: INBOX: <ul style="list-style-type: none"> • Trajectories/maps/charts/photos • Updates • Other OUTBOX: <ul style="list-style-type: none"> • Documentation (historical data) NOTE: Pass Situation Unit information gathering and processing procedures to all hands at meetings and briefings	
3.	Create and distribute maps and charts for all personnel NOTE: IO will need extra copies for media and public releases along with summary information from the ICS 209.	

Story Board <ul style="list-style-type: none"> • Initial notification • Weather/tides • POLREPs 	Charts/Maps Show <ul style="list-style-type: none"> • Impact area • Trajectories • Divisional boundaries • Functional groups 	Medical Plan ICS 206	Meeting Schedule ICS OS-230
Response Objectives ICS 202		Organizational Chart ICS 207	
Resources at Risk ICS OS-232		COMMS Plan ICS 217	Incident Summary ICS OS-209

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4220 Meeting Preparation – Checklist:

STEP	ACTION													
1.	Update maps/charts/trajectory													
2.	Update status boards													
3.	Complete or update the following forms in accordance with the instructions in the ICS Forms Catalog <table border="1" data-bbox="630 590 1263 961"> <tr> <td>209</td><td>Incident response status</td><td>SUL/RUL</td></tr> <tr> <td>OS-230</td><td>Daily meeting schedule</td><td>Situation Unit Leader</td></tr> <tr> <td>OS-231</td><td>Meeting description</td><td>Situation Unit Leader</td></tr> <tr> <td>OS-232</td><td>Resources at risk</td><td>Situation Unit Leader</td></tr> </table>	209	Incident response status	SUL/RUL	OS-230	Daily meeting schedule	Situation Unit Leader	OS-231	Meeting description	Situation Unit Leader	OS-232	Resources at risk	Situation Unit Leader	
209	Incident response status	SUL/RUL												
OS-230	Daily meeting schedule	Situation Unit Leader												
OS-231	Meeting description	Situation Unit Leader												
OS-232	Resources at risk	Situation Unit Leader												
4.	Compile information regarding incident A. Example: trajectory, current and future status of incident													

4225 IAP Input – Checklist:

STEP	ACTION	
1.	Provide input for incident action plan (IAP) to Planning Section Chief (PSC) <ul style="list-style-type: none"> Completed forms Current/future trajectories Resources needed for Situation Unit in next operational period 	
2.	Evaluate and review process	

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4230 Field Operations Brief - Checklist:

STEP	ACTION	
1.	Brief Field Observers <ul style="list-style-type: none"> • Duties <ul style="list-style-type: none"> - Verify resources - Verify trajectories - Verify division boundaries - Verify status of source • Operation period <ul style="list-style-type: none"> - Conduct survey by a particular time - Report back periodically <i>Example: Every ½ hour, hour</i>	
2.	Checkout the following equipment/resources from Resources Unit or Logistics Section: <ul style="list-style-type: none"> • Transportation <i>Example: Auto, ATV, boat, aircraft</i> • Communications equipment <i>Example: Radio, cell phone</i> • Camera • Charts/maps • Notepad/writing utensils 	

4235 Section/Unit Demobilized – Checklist:

STEP	ACTION	
1.	Receive Demobilization Plan from Demobilization Unit Leader/Planning Section Chief	
2.	Brief subordinates regarding demobilization	
3.	Supervise demobilization of unit, including storage of supplies	
4.	Provide Supply Unit Leader with a list of supplies to be replenished	
5.	Forward all Section/Unit documentation to Documentation Unit	
6.	Complete Check-out Sheet	

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4240 Information Exchange Matrix

Inputs/Outputs

Below is an input/output matrix to assist the Situation Unit Leader with obtaining information from other ICS positions and providing information to other ICS positions.

MEET With	WHEN	SUL OBTAINS	SUL PROVIDES
Incident Commander	Initial incident brief	Incident objectives	Incident status information
Planning Section Chief	Check-in brief Tactics meeting Pre-planning meeting Planning meeting	Initial briefing Objectives (ICS 202)	Requests for more personnel and resources. Incident status summary (ICS 209) Future projections for incident
Operations Section Chief	Tactics meeting Preplanning meeting Planning meeting	Incident situation status during initial phase and throughout entire incident Staging area Information for displays	The big picture Future projections for incident
Information Officer	Press briefings		Information Maps/charts
Situation Unit Personnel	Pre-planning meeting Throughout incident	Information from field observers Display processors Weather observations	Situation status reports passed by incident personnel to the situation unit
Ground Support Unit	Throughout incident	Vehicles for unit personnel	Vehicle/equipment locations "proofed" by field observers
All Incident Personnel	Throughout incident		Accurate and effective situation display and distribution of charts/maps for all to view

TAB – RESOURCE UNIT LEADER

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4250 Resource Unit Leader

The Resource Unit Leader records the status of primary and secondary resources. See the FOG for a list of responsibilities. Other responsibilities include:

- Monitoring current and projected response resources including personnel, equipment, materials and supplies, and the schedule of delivery required to meet the response strategies.
- Monitoring response resource ability to meet priorities established by the Unified Command.
- Documentation of organizational assignments

Equipment Needed:

- Portable (cloth) or metal T-card holders or rack (1-2)
- T-Cards
- White (50)
- Rose and green (25 each)
- Yellow (15)
- Tan (25)
- Blue and Orange (15)
- Gray (50)

4252 How a Resource is Ordered - Checklist:

Any section may need a resource and may submit a resource request even after an IAP has been initiated. All resource requests are submitted through the same routing system after approved by the Section Chief requesting the resource.

1. Unit/Section completes and submits ICS-213 General Message Form to the resources unit with all pertinent information needed to order resource.
2. Resource Unit checks to see if resource is available (staging area, base, etc.) by checking resource tracking system (T-Cards, OSC2, etc.).
3. If resource is available, Resources Unit assigns resource and returns reply copy to originator.
4. If resource is not available, Resources Unit initials and notes on form that resource is not available and forwards ICS-213 to the Supply Unit in Logistics Section.
5. Supply Unit will then determine whether resource is a contractor, Coast Guard, or Other Federal/State/Local Government Agency resource.
 - A. Contractor Resource — Supply Unit will confirm whether resource is on a BOA or is a Non-BOA resource. If resource is a BOA resource the Supply Unit will then order the resource after ensuring with the Procurement Unit BOA Ceiling will not be breached. If resource is a Non-BOA resource the Supply Unit will then forward the ICS-213 and associated documentation to the Procurement Unit. The Procurement Unit will then perform the contracting process and afterward forward the ICS-213 and contract information to the Supply Unit.
 - B. Coast Guard Resource — Supply Unit will confirm whether or not resource is available from area units. If resource is not available from area units,

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the Supply Unit will request resource from parent command of the incident (i.e. District, MLC Area, HQ, etc.) or refer to Procurement Unit for commercial source.

C. Other Federal/State/Local Gov. Agency Resource — Supply Unit will contact the Federal/State or Local Agency and determine their procedure for ordering the resource and use PRFA (for pollution only) or other agreement.

6. Supply Unit will then keep a copy of the ICS-213 for their files and return the sender's copy to the sender and notify the Resources Unit that the resource was ordered and what the ETA is and where it will check-in.

7. Resource checks-in at (staging, base, ICP, etc.) it is reported to the Resources Unit via the ICS-211 (Check-in List). If the Resource checks-in to Div/Grp., the resource is reported assigned to the Resources Unit on form ICS-210 (Status Change Card) or ICS 211 (Check-in List) either by the Communications Unit or the Operations Section (depending on who takes the report).

8. Resources Unit then provides copies of ICS-210/211s to the Cost and Time Units.

4255 Initial Action - Checklist:

STEP	ACTION	
1.	Receive assignment	
2.	<p>Upon arrival at the incident, ensure check-in process has been set up at designated check-in locations. Check-in locations may be found at:</p> <ul style="list-style-type: none">• Incident Command Post• Base or Camps• Staging Areas• Helibases <p>NOTE: Seeing that incident resources are properly checked in is the FIRST responsibility of the RESOURCE UNIT LEADER</p>	

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3. IMPORTANT!		
	IF	THEN
	The check-in process has not been established	Complete job aid for "Accurately Tracked Resources" below Go to Step 4
	Check-in has been established	Go to Step 4
4.	Obtain initial brief from Planning Section Chief <ul style="list-style-type: none"> • Size and complexity of incident • Expectations of the Incident Commander • Incident objectives • Agencies/organizations/stakeholders involved • Incident activities/situation • Special concerns 	
5.	Begin/maintain Unit Activity Log (ICS 214)	
6.	Acquire work materials listed above and in Go-Kit	
7.	Determine the unit's resource needs and staff size. Adjust as necessary	
8.	Organize, assign, and brief subordinates	
9.	Complete forms and reports required of assigned position and send material through supervisor to Documentation Unit	

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Accurately Tracked Resources (Cont'd)

Resource Check-in (Cont'd) Job aid continues from preceding page.

STEP	ACTION		
11.	IF Volunteer Coordinator	THEN	
	Is NOT assigned and NOT needed	RUL tracks volunteers Enter zero in Step 12 Post Volunteer Check-in Sheet for volunteers to sign and list their actual capabilities	
	Is NOT assigned but needed	If conducting 24 hour ops, enter 2 in Step 12; otherwise enter 1 Post Volunteer Check-in Sheet for volunteers to sign and list their actual capabilities	
	Is ASSIGNED	Volunteer Coordinator tracks volunteers If conducting 24 hour ops, enter 1 in Step 12; otherwise enter zero Pass Volunteer Check-in Sheets to Liaison Officer for informational purposes	

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Accurately Tracked Resources (Cont'd)

Resource Check-in (Cont'd) Job aid continues from preceding page.

STEP	ACTION							
12.	Determine personnel still needed to staff Resource Unit							
13.	Order personnel still needed (determined in Step 12) from SUL via Logistics	<input type="checkbox"/>						
14.	Obtain communication frequencies/Nextel from Communications Unit Leader (Logistics)							
15.	Assign frequencies/Nextels to Check-in Recorders in the field							
16.	Set up Communications method <table border="1"><tr><th>IF Radio Link is</th><th>THEN Use</th></tr><tr><td>Good</td><td>Radio/Nextel</td></tr><tr><td>Poor</td><td>Runners, drivers, phones</td></tr></table>	IF Radio Link is	THEN Use	Good	Radio/Nextel	Poor	Runners, drivers, phones	
IF Radio Link is	THEN Use							
Good	Radio/Nextel							
Poor	Runners, drivers, phones							

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Accurately Tracked Resources (Cont'd)

Resource Check-in (Cont'd) Job aid continues from preceding page.

STEP	ACTION													
17.	<div>Set up communications schedule</div> <table><tr><td>IF</td><td>THEN report check-in information to RUL</td></tr><tr><td>Initial build-up</td><td>Every 15-60 minutes</td></tr><tr><td>Day 2+</td><td>Upon request when directed</td></tr></table>	IF	THEN report check-in information to RUL	Initial build-up	Every 15-60 minutes	Day 2+	Upon request when directed							
IF	THEN report check-in information to RUL													
Initial build-up	Every 15-60 minutes													
Day 2+	Upon request when directed													
18.	<div>Brief Check-in Recorders on their assigned locations and procedures</div> <table><tr><td>IF check-in reporting location is</td><td>THEN get information from</td></tr><tr><td>Base or camp</td><td>Manager</td></tr><tr><td>Incident Command Post (ICP)</td><td>Resource Status Recorder</td></tr><tr><td>Helibase</td><td>Helibase Manager</td></tr><tr><td>Staging Area</td><td>Staging Area Manger</td></tr><tr><td>Division/group</td><td>Division Supervisor</td></tr></table>	IF check-in reporting location is	THEN get information from	Base or camp	Manager	Incident Command Post (ICP)	Resource Status Recorder	Helibase	Helibase Manager	Staging Area	Staging Area Manger	Division/group	Division Supervisor	
IF check-in reporting location is	THEN get information from													
Base or camp	Manager													
Incident Command Post (ICP)	Resource Status Recorder													
Helibase	Helibase Manager													
Staging Area	Staging Area Manger													
Division/group	Division Supervisor													
19.	Identify actual check-in locations with signs visible for 100 feet during both day and night													
20.	Mark travel route to check-in locations with arrows													
21.	Eliminate multiple reporting systems													
22.	Provide for reliefs													

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4265 Resource Status Display - Checklist:

STEP	ACTION										
1.	<p>Review status display and the following information sources:</p> <ul style="list-style-type: none"> • First unit on scene or responding • IC briefing • Section Chief briefing • ICS 201 • IAP briefing • SITREPs, POLREPs or TACREPs • Line or on scene personnel • Check-in locations 										
2.	<p>Create the status display using the decision table below</p> <table border="1"> <thead> <tr> <th>IF</th><th>THEN prepare the following forms</th><th>AND display them</th></tr> </thead> <tbody> <tr> <td>In INITIAL response mode</td><td> ICS 207 ICS 209 (resources & agencies section) ICS 201-4 (list of resources) </td><td> Immediately Immediately When obtained </td></tr> <tr> <td>In EXTENDED response/ops mode</td><td> The above listed forms ICS 219(s) (T-cards) to replace the ICS 201-4 </td><td> When updated for IAP preparation or on the basis of resource status changes When completed and/or updated </td></tr> </tbody> </table>	IF	THEN prepare the following forms	AND display them	In INITIAL response mode	ICS 207 ICS 209 (resources & agencies section) ICS 201-4 (list of resources)	Immediately Immediately When obtained	In EXTENDED response/ops mode	The above listed forms ICS 219(s) (T-cards) to replace the ICS 201-4	When updated for IAP preparation or on the basis of resource status changes When completed and/or updated	
IF	THEN prepare the following forms	AND display them									
In INITIAL response mode	ICS 207 ICS 209 (resources & agencies section) ICS 201-4 (list of resources)	Immediately Immediately When obtained									
In EXTENDED response/ops mode	The above listed forms ICS 219(s) (T-cards) to replace the ICS 201-4	When updated for IAP preparation or on the basis of resource status changes When completed and/or updated									

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Accurately Tracked Resources (Cont'd)

Resource Display Job aid continued from previous page.

STEP	ACTION								
3.	Transcribe Check-in lists (ICS 211) and Resource Lists (ICS 201-4) onto T-cards (ICS 219) NOTE: Can be delegated to Status Recorders.								
4.	Organize ICS 219(s) to accurately reflect incident organization as reflected on ICS 207, 203, and 209's								
5.	Verify that resources checked-in were actually ordered for the incident								
6.	Brief appropriate personnel on how to communicate resource STATUS CHANGES for the incident:								
<table><tr><th>IF</th><th>COORDINATES or OBSERVES</th><th>THEN</th></tr><tr><td>Operations Section Chief Branch Director(s) Division/ Group Supervisor s Field Observers</td><td>Resource Status Changes:<ul style="list-style-type: none">AssignedAvailableOut of serviceOR<ul style="list-style-type: none">Incident resource moves</td><td>They SHALL communicate the change in status to the COMM Center/COM M Unit Leader</td></tr></table>				IF	COORDINATES or OBSERVES	THEN	Operations Section Chief Branch Director(s) Division/ Group Supervisor s Field Observers	Resource Status Changes: <ul style="list-style-type: none">AssignedAvailableOut of service OR <ul style="list-style-type: none">Incident resource moves	They SHALL communicate the change in status to the COMM Center/COM M Unit Leader
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<table><tr><th>IF</th><th>RECEIVES</th><th>THEN</th></tr><tr><td>COMM Center personnel or the COMM Unit Leader</td><td>Communication of Resource Status Changes in the incident.....</td><td>Fill out Resource Status Change (ICS 210) & forward to RUL</td></tr></table>				IF	RECEIVES	THEN	COMM Center personnel or the COMM Unit Leader	Communication of Resource Status Changes in the incident.....	Fill out Resource Status Change (ICS 210) & forward to RUL
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COMM Center personnel or the COMM Unit Leader	Communication of Resource Status Changes in the incident.....	Fill out Resource Status Change (ICS 210) & forward to RUL							

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Accurately Tracked Resources (cont'd)

STEP	ACTION									
7.	Separate the Resource Status Display into separate T-card racks as the incident grows in size and complexity:									
	<table><tr><th>IF Incident Complexity</th><th>THEN</th></tr><tr><td>Expands beyond initial 12 hour shift with day and night tactical watches</td><td rowspan="5">1. Prepare separate T-card rack for:<ul style="list-style-type: none">• Each shift• Volunteers• Support vehicles2. Display them as a part of the Resource Status Display</td></tr><tr><td>Adds divisions</td></tr><tr><td>Adds groups</td></tr><tr><td>Acquires an extensive list of support vehicles</td></tr><tr><td>Acquires extensive volunteers</td></tr></table>	IF Incident Complexity	THEN	Expands beyond initial 12 hour shift with day and night tactical watches	1. Prepare separate T-card rack for: <ul style="list-style-type: none">• Each shift• Volunteers• Support vehicles 2. Display them as a part of the Resource Status Display	Adds divisions	Adds groups	Acquires an extensive list of support vehicles	Acquires extensive volunteers	
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Adds divisions										
Adds groups										
Acquires an extensive list of support vehicles										
Acquires extensive volunteers										
8.	Verify that Resource Status Display accurately reflects field operations approved in the most current IAP. The following personnel can be used as verifiers <ul style="list-style-type: none">• Division/Group Supervisors• Field observers• Check-in Recorders									
	<table><tr><th>IF</th><th>THEN</th></tr><tr><td>2-3 hours into operational period OR Preparing for tactics meeting</td><td>Coordinate verification effort with Ops Section Chief Dispatch field observers and/or query Division Supervisors</td></tr><tr><td>Otherwise</td><td>Update status as changes occur and as necessary</td></tr></table>	IF	THEN	2-3 hours into operational period OR Preparing for tactics meeting	Coordinate verification effort with Ops Section Chief Dispatch field observers and/or query Division Supervisors	Otherwise	Update status as changes occur and as necessary			
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Otherwise	Update status as changes occur and as necessary									

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Accurately Tracked Resources (cont'd)

Resource Display (cont'd) The check list is continued below.

STEP	ACTION	
9.	Submit updated resource status change information to Status Recorder	
10.	Update ICS 219(s), 203, 209, 207	
11.	Maintain a master list of checked in resources (ICS 211), completed check-in sheets (ICS 201-4), copies of resource orders, status change cards (ICS 210) and the unit log (ICS 214) for documentation	
12.	Act as Demobilization Unit Leader if assigned by Planning Section Chief	

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4270 Organizational Assignments – Checklist:

STEP	ACTION	
1.	Attend tactics meeting	
2.	Fill out draft ICS 215 with Operations & Planning Section Chiefs	
3.	Enlarge completed ICS 215 to poster size	
4.	Attend Planning Meeting	
5.	Post enlarged ICS 215 in meeting area	
6.	Lead discussion on resources by using ICS 215, make changes and get final approval from IC	
7.	Prepare resource orders using ICS 213	
8.	Provide finalized copy of ICS 215 and resource orders to Logistics Section Chief	
9.	Record reporting location (Block 7, ICS 215) onto NOTES block on ICS 219	
10.	Fill out ICS 203 for next operational period using ICS 215, ICS 211, IC 209, ICS 207	
11.	Send copy of ICS 203 to Situation Unit Leader; keep copy for IAP	
12.	Fill out ICS 204 for next operational period using ICS 215 and ICS 205	
13.	Send copy of ICS 204 to Operations Section Chief; keep copy for IAP	
14.	Forward completed ICS 215 to Planning Section Chief for approval	

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4280 Demobilization - Checklist:

STEP	ACTION	
1.	Receive Demobilization Plan from Demobilization Unit Leader/Planning Section Chief	
2.	Brief subordinates regarding demobilization	
3.	Supervise demobilization of unit, including storage of supplies	
4.	Provide Supply Unit Leader with a list of supplies to be replenished	
5.	Forward all Section/Unit documentation to Documentation Unit	
6.	Complete Check-out Sheet	

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4285 Information Exchange Matrix

Inputs/Outputs

Below is an input/output matrix to assist you with obtaining information from other ICS positions and providing information to ICS positions.

MEET With	WHEN	RUL OBTAINS	RUL PROVIDES
Incident Commander	Initial incident brief OPS briefing Planning meeting	ICS 201-4 Shifts in tactics Resource Status Approved list of resources to be ordered	ICS 215, present final form for IC approval
Planning Section Chief	Initially upon arrival at incident Tactics pre-planning meeting Section meeting IAP preparation meeting	Special instructions Objectives Change in tactics, assignments, resource status Directions from PSC Daily meeting schedule Deadline for preparation of draft IAP	ICS 215, fill out with PSC and OPS Current state of resources on scene and available ICS 202, fill out during meeting Brief of unit performance All work products Status of when the following forms will be ready: ICS 202, 203, 204, 207
Resource Unit Personnel <ul style="list-style-type: none">• Check-in Recorders• Status Recorders• Volunteer Coordinator(s)	Upon arrival at incident and when ordered personnel arrive on scene	List of names Qualifications	Assignments Tasking Check-in procedures
Situation Unit Leader	Planning Meeting	Future projections for incident	Resource Status information so SUL can fill out ICS 202

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MEET With	WHEN	RUL OBTAINS	RUL PROVIDES
Operations Section Chief	<p>Tactics pre-planning meeting</p> <p>2-3 hours into current operational period</p> <p>Prior to tactics pre-planning meeting</p> <p>Completing/ updating ICS 203 and 204</p>	<p>Objectives</p> <p>Changes in tactics, assignments, resource status</p> <p>Approval to use OPS personnel as field verifiers</p> <p>Division/Group assignments</p>	<p>ICS 215, fill out with OPS and PSC</p> <p>Current status of resources available</p> <p>ICS 202, fill out during meeting</p> <p>Directions on conducting field verification (ICS 211 Check-in Lists and ICS 204-4 Resource Lists)</p> <p>Final ICS 215</p> <p>ICS 203 and 204</p>
Logistics Sections Chief	As needed	<p>Supplies, communications equipment and work space</p> <p>Status of transportation and support vehicles</p> <p>Cross check of orders to verify what was checked-in</p>	<p>Resource orders on ICS 213</p> <p>Copy of ICS 211's</p> <p>Copy of current approved ICS 215</p>

TAB – DOCUMENTATION UNIT LEADER

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4300 Documentation Unit Leader - Overview

The Documentation Unit provides a single, central, comprehensive archive of all written information to be used for potential legal analysis after the response is complete. See the FOG for a list of responsibilities. Other responsibilities include:

- Gather and maintain all relevant documentation from each section
- Consult with Legal Officer
- Provide duplication and faxing services for all sections
- Examples of incident documentation include:
 - Incident Action Plan;
 - Incident reports;
 - Communication logs;
 - Injury Claims; and
 - Situation Status Reports
 - Completed CERCLA administrative record

4310 Initial Actions – Checklist:

STEP	ACTION	
1.	Receive assignment	
2.	Upon arrival at the incident, check-in at designated check-in location.	
3.	Receive briefing from Planning Section Chief <ul style="list-style-type: none">• Size and complexity of incident• Expectations of the IC• Incident objectives• Agencies/organizations/stakeholders involved• Incident activities/situation• Special concerns	
4.	Begin/maintain Unit Activity Log (ICS 214)	
5.	Acquire work materials	
6.	Set up work space	
7.	Organize, assign, and brief subordinates	

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4315 Initial Incident Assessment - Checklist:

STEP	ACTION	
1.	Ascertain expectations of IC and Planning Section Chief relevant to documentation	
2.	Establish command support for Documentation Unit having unrestricted access to sites and meetings	
3.	Establish command support for the DU as the repository for all documentation and prohibiting individual staff elements from unilaterally deciding documentation needs	

4320 Incident Parameter – Checklist:

STEP	ACTION	
1.	Physically tour ICP and establish contact with Command and General Staff, Unit Leaders and other personnel assigned to the incident/event to ensure they are aware of the documentation/ historical data needed	
2.	Develop list of ongoing policy meetings <i>Examples: Daily ops briefings, safety meetings</i>	
3.	Identify ancillary documentation duties, for potential incorporation into DU responsibilities <i>Examples: Ops photo documentation, USHPA/SHPO coordination, fax support, duplication support, ops support, FOIA control</i>	
4.	Develop complete understanding of the functions and organizational relationships of all staff and operational response elements to determine desired documentation products	

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4325 Legal and Finance Coordination - Checklist:

STEP	ACTION	
1.	Establish contact/determine POCs for all external real time and post response users, specifically including district legal rep, G-LCL rep, NPFC Case Officer, and NPFC EPA Liaison Officer (if appropriate)	
2.	Ascertain areas of concern and ultimate documentation needs for contacts made in Step 1	
3.	Coordinate ongoing DU functions with relevant resource <i>Example: FOIA control with District Legal Officer</i>	
4.	Ascertain status of all issues relative to OPA90 liability limits and relevant documentation needs	
5.	Determine requirement for a CERCLA Administration Record and establish timeline for meeting statutory deadline	

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4330 Document Originator - Checklist:

STEP	ACTION	
1.	Identify information loops which originate, produce or process documentation during the response, on scene and off-site <i>Examples: Command correspondence – IC Yeoman, SSC, OPS, Finance, Logistics, email</i>	
2.	Determine how each information loop can most easily be accessed so that generated documentation can be collected by DUL	
3.	Determine if documents processed by each activity are dynamic (undergoing sequential changes/additions), or static (one time completed report)	
4.	Determine the best time to collect each document type <i>Examples: Does DU need interim copies or dynamic docs for OPS support or as internal tickler file?</i>	
5.	Analyze all broad-based communications mechanisms within the organization and develop a means to access transmitted material (even if it is redundant) <i>Examples: Faxes, email, message traffic</i>	
6.	Determine where DU personnel can be inserted into processes/loops to offset documentation workload within an activity and facilitate collection NOTE: This technique is useless if it isn't clear that these personnel are DU personnel doing DU work within the relevant activity	
7.	Establish an overall collection plan (utilizing runners) from emergency phase through demobilization, project and termination phases	
8.	Continuously monitor collection loops for changes and effectiveness	

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4335 Unified Command Initial Incident Assessment Briefing – Checklist:

STEP	ACTION	
1.	Meet with IC concerning the initial assessment and revise expectations	
2.	Review organizational placement of DUL given incident conditions (length of response, scope of response, or other factors) which would trigger change of organization structure from planning adjunct to staff element <i>Example: Type 3 to type 2</i>	
3.	Establish collateral responsibilities <i>Examples: Photo documentation, USHPA fax, duplication, ops support</i>	

4340 Comprehensive Documentation System - Checklist:

STEP	ACTION							
1.	Compare documentation being collected with assessment of overall activities							
2.	Identify areas where activity exists without corresponding documentation or with inadequate or insufficient documentation							
3.	If systemic problems exist, go to Step 6							
4.	Review the collated material daily to ensure all relevant and ancillary materials are being collected							
5.	Review documentation to determine: <table><tr><td>IF Defects are:</td><td>THEN:</td></tr><tr><td>Incidental</td><td>Correct immediately</td></tr><tr><td>Systemic</td><td>Go to Step 6</td></tr></table>		IF Defects are:	THEN:	Incidental	Correct immediately	Systemic	Go to Step 6
IF Defects are:	THEN:							
Incidental	Correct immediately							
Systemic	Go to Step 6							
6.	Meet with relevant supervisor							
7.	Cooperatively design a solution that will meet the documentation need with the minimum amount of operational intrusion possible							
8.	If incident is in response state go to Step 4							

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4345 Freedom Of Information Act (FOIA) Request - Checklist:

STEP	ACTION	
1.	Write an incident specific Information Request Protocol for FOIA requestors indicating which documentation will be immediately available and providing assurance the requestor will be notified when the archive is complete	
2.	Coordinate text of Information Request Protocol with legal officer or legal office which has jurisdiction	
3.	Issue this protocol as the SOLE response to all FOIA requests related to the response	

4350 Demobilization - Checklist:

STEP	ACTION	
1.	Monitor operational status of each staff and operational element	
2.	Identify any structural/organizational changes which will occur concurrently with demobilization	
3.	Make any necessary adjustments to the standing documentation collection process	
4.	Follow this same process for any incremental demobilization	
5.	Continue monitoring the documentation collection process begun in the Comprehensive Documentation System job aid	

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4355 File Collection at Command Post Demobilization - Checklist:

STEP	ACTION	
1.	Ensure that the Demobilization Plan integrates documentation collection personnel into each element's demobilization	
2.	Have DU personnel physically demobilize each element <ul style="list-style-type: none">• Ensure no materials are destroyed• Ensure no materials are dispersed to other units NOTE: In instances where materials need to accompany departing personnel for continuing off-site work, make arrangements for departing personnel to take duplicates and for the forwarding of newly originated or processed materials from off-site locations	
3.	Monitor off-site post-demobilization functions for collection and centralization	

4360 Comprehensive Archive Creation - Checklist:

STEP	ACTION	
1.	Locate work area near final location of archive and set up several large folding tables	
2.	Unpack boxes of collected materials and ascertain nature of materials	
3.	Record unit name and phone number of originators/workers on contact list	
4.	Develop chart of overall scope of operations based on extent/scope of collected documentation	
5.	Develop general sub categories or activities <i>Examples: Ops, H&S, Finance, Personnel, A/V, PA</i>	
6.	Do a preliminary sort of the unprocessed raw documentation into the sub categories above	

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7.	Compare scope of documentation reviewed during initial sorting with the scope of the operation NOTE: Compile a list of all supporting agencies operating under the aegis of the FOSC	
8.	Identify areas where an activity existed but documentation of that activity is either missing or only present in part NOTE: This process relates to general classes or types of documentation, NOT individual documents	
9.	Determine whether the missing documentation was not compiled or is located elsewhere <i>Examples: NSF Strike team case files, MSC computer read outs, Navy SUPSAL docs, ATSOR Reports, reports for specialists (checklists)</i>	
10.	Determine where missing documentation is located	
11.	After relevant input from legal and finance post response users, coordinate collection of missing documentation NOTE: Originals, not copies, should reside in the archive	
12.	Prepare a historian memo with relevant details for existing documentation that is not collected immediately for use in future collection	
13.	For each general area of documentation determine how many individual types of files exist within that general category <i>Examples: H&S – Tailgate Safety Sign-up sheets; daily safety meeting minutes; individual site safety plans; OSHA reportable logs</i>	
14.	Compile master file for each individual documentation sub-set	

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15.	Quality control check each document within each file <i>Examples: Are all pages present? Are the DTGs on POLREP messages correct? Are dates correct? Is the best copy or original in the file?</i>	
16.	Stamp each document in the master file with a "Historian" or "Master" stamp to indicate it is the archive copy	
17.	Place files on a file backer	
18.	Prepare an archive cover sheet for the file with appropriate handling instructions <i>Example: Archive materials: do not remove without permission of Historian</i>	
19.	Place file in a labeled hanging file folder	
20.	Place hanging folders in cabinets within appropriate general subject area <i>Example: H&S, ops, finance</i>	
21.	Number each cabinet and drawer <i>Example: Cabinet 3, Drawer B</i>	
22.	Write individual historian memos for the file to delineate each discrepancy or anomaly discovered while compiling each individual master files <i>Examples: "The number of this POLREP is wrong – it should be POLREP #12 vice #13; or "There was no daily safety message written for 19 Sept."</i>	
23.	Write individual historian memos describing file parameters which are not absolutely clear from the context <i>Example: A memo indicating that the 1st daily safety message was the one for 12 March and the last was for 24 Sept"</i>	
24.	Select a database APPLICATION that best suits the needs of marine safety and legal users	

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25.	<p>Design a database with at least the following retrieval fields:</p> <ul style="list-style-type: none"> • Date/DTG of document • From: Name/Originator/Job Title • To: Name/Originator/Job Title • Subject • Key Words • Notes • Doc Number • File location by drawer number <p>NOTE: Check with expected post response users for input on other fields needed</p>	
26.	Determine whether each master file contains individual documents which a user might want to access individually	
27.	Sequentially number, near the red Historian stamp, each document selected for inclusion in the database and enter the number into the database	
28.	Enter the individual file name in the database for all files, including those which may need individual retrieval	
29.	Maintain a master index list of the keywords used during the database entry process	
30.	Print hard copy of database and copy database files to floppy disk(s)	
31.	Write chronology of incident, footnoted by document numbers	

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4365 Information Exchange Matrix

Inputs/Outputs

Below is an input/output matrix to assist the Documentation Unit Leader with obtaining information from other ICS positions and providing information to ICS positions.

MEET With	WHEN	DUL OBTAINS	DUL PROVIDES
Incident Commander	Initial incident brief Command Staff meeting As needed	Initial expectations Guidance/support	Documentation Unit capabilities Briefings
Legal Officer	As needed	Incident coordination input to tasks	Briefings FOIA coordination On-site support
G-LCL	As needed	Incident coordination input to tasks Input for documentation goals vs. USDOJ	Briefings FOIA coordination On-site support
NFPC Case Officer	As needed	Incident coordination Input to tasks	Briefings On-site support
Support Agency Personnel	As needed	Documentation collection coordination	Documentation Unit (DU) needs Support coordination
NARA Regional Personnel	As needed	Archive accession coordination FRC bypass coordination	Incident explanation
State Historic Preservation Officer	As needed	Concerns about affect of response ops on historically significant sites	Incident explanation

TAB – SCIENCE, ENVIRONMENTAL AND WILDLIFE UNIT LEADERS

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4400 Science & Environmental Unit Leader - Overview

The Science & Environmental Unit is responsible for determining how best to protect natural, cultural and historic resources. The NOAA Scientific Support Coordinator will likely lead the unit. Responsibilities include:

- Identifying and prioritizing sensitive resources likely to be affected by the spill
- Guiding the utilization of the Geographic Response Plans (GRPs).
- Establishing Shoreline Cleanup Assessment Teams (SCAT).
- Using SCAT information to recommend shoreline cleanup priorities
- Providing recommendations for “how clean is clean” decisions.
- Identify and recommend alternative response technologies
- Developing a disposal plan.
- Providing information to JIC and media regarding natural resource concerns/impacts.
- Coordinating with NRDA activities.
- Providing the following environmental information and services:
 - Weather / Tides & Currents
 - Trajectory / Overflight Maps
 - Resources at Risk
 - Biological Assessment
 - Chemical Analysis
 - Long-term Monitoring
 - Human Health Risk Assessment (with Safety Officer)

The Environmental Unit leader should attend the following meetings:

- Initial ICS 201 Briefing
- Planning Meetings
- Operations Meetings
- Unified Command Briefings
- Press Conferences

4500 Wildlife Unit Leader - Overview

The Wildlife Unit is responsible for the recovery and rehabilitation of wildlife. Responsibilities include:

- Planning of wildlife hazing operations under the guidance and authority of state and federal fish and wildlife agencies.
- Working with the Operations Section to coordinate wildlife rescue/rehabilitation activities.
- Identify capture and care protocols based upon:
 - Species
 - Location
 - Available care facilities
 - Trustee relationships

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- Providing training and briefing on actions and notifications required when response workers or members of the public encounter distressed wildlife.
- Maintaining a central location for all recovered wildlife.
- Maintenance of evidence, tagging and storage procedure for all wildlife recovered.
- Establishment of wildlife rehabilitation centers and rehabilitation operations.
- Storage, documentation and coordination of laboratory analysis, necropsies, handling of deceased wildlife.

Federal Permits may be obtained by contacting the USF&WS Region 5 LE permit office. State Permits are issued by the Massachusetts Division of Fisheries and Wildlife.

4600 Reserved

4700 Reserved for Area

4800 Reserved for District

4900 Reserved

TAB – LOGISTICS

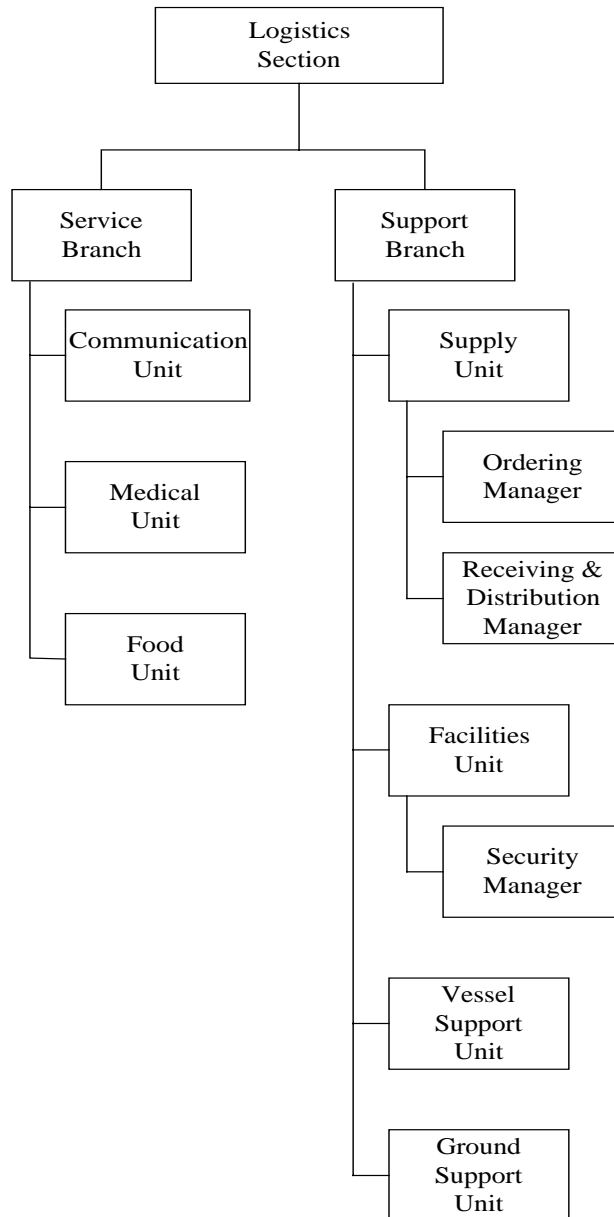
Plymouth to Salisbury, Massachusetts Area Contingency Plan

5000 LOGISTICS

5000 Logistics

5100 Logistics Section

The Logistics Section coordinates all services and support needs, including personnel, facilities, equipment and supplies.



Plymouth to Salisbury, Massachusetts Area Contingency Plan

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5110 Logistics Section Chief

See the FOG for a list of the Logistic Section Chief's responsibilities. Additional responsibilities include:

- Ensuring the prompt delivery of resources and services to support response operations (including equipment, personnel, communications etc...)
- Coordinating an Incident Command Post
- Coordinating security for the Command Post/Incident
- Coordinating food, transportation, additional clothing, berthing and medical requirements
- Coordinating all volunteers (trained and untrained) in conjunction with the wildlife division of the Operation Section

The Logistics Section will be led and staffed by the U.S. Coast Guard Integrated Support Command Boston. See the ISC Logistics Section Job Aid for more information.

5200 Communications

See Section 1900 for Emergency Response Communications.

TAB – AREA RESOURCES/AGENCY PHONELIST

Plymouth to Salisbury, Massachusetts Area Contingency Plan
5000 LOGISTICS

5300 Area Resources/ Agency Phonenumber

		Phone Number	Pollution	Hazmat	Salvage	Boats	Boom	Pumps	Skimmer	Vac Trucks	Heavy Equip.	Tugs	Barges	Tank Vessels	Divers	Helo
	5305 USCG / Federal															
	MSO Boston	617-223-3000	X				X									
	Group Boston	617-223-3201														
	ISC Boston OOD	617-223-3333														
	Sta Gloucester	508-283-0704				4	X									
	Sta Merrimack River	508-462-3498				4										
	Sta Point Allerton	617-925-0166				5	X									
	Sta Scituate	617-545-3801				2										
	ANT Boston	617-223-3293				5										
	AirSta Cape Cod	508-968-6321														4
	D1 Command Ctr	617-223-8555														
	D1 Public Affairs	617-223-8519														
	D1 (m)	617-223-8447														
	DRAT	617-223-8586	X				X	X	X		X					
	ESU Boston	617-223-3102														
	Atlantic Strike Team	609-724-0008 / 0009	X	X	X	X	X	X	X							
	AST Pager	888-581-5152														
	CG MLC	800-sky-8888 x2024525														
		757-628-4116														
	MLC Safety and Occupational Health Coord.	617-223-3202														
	CG Marine Safety Center	202-366-8481 / 366-6441														
	Navy SUPSALV	703-607-7527	X		X	X	X		X	X						
	US Naval Base, Groton, CT	860-694-3011	X						X				X			
	US Naval Base, Portsmouth, NH	207-438-1848	X						X							
	NSFCC	252-331-6000	X	X												
	CG Flagplot	202-267-2100														
	PIAT	252-331-6000														
	NRC	800-424-8802														

Plymouth to Salisbury, Massachusetts Area Contingency Plan
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		Phone Number	Pollution	Hazmat	Salvage	Boats	Boom	Pumps	Skimmer	Vac-Trucks	Heavy Equip.	Tugs	Barges	Tank Vsls	Divers	Helo
	NPFC	703-235-4731														
	pager	800-759-7243														
	Dept. of the Interior															
	Office:	617-223-8565														
	Pager:	800-398-0147														
	Pager:	888-525-4643														
	Pager:	888-525-4683														
	CG(G-moa)	212-267-0715														
	CG(G-mor)	212-267-2611														
	NOAA		X	X												
	SSC	617-223-8016														
	Pager:	800-759-8888														
	24 Hrs:	206-526-6317														
	Hazmat Duty Officer	202-267-4085														
	U.S. Fish and Wildlife Service	LE permit office (413-253-8274)														
	Stellwagen Bank National Marine Sanctuary Mgr															
	Nat'l Marine Fisheries Service															
	Immigration and Naturalization Service															
	EPA	617-223-7265														
	ATDSR															
	U.S. Customs															
	FEMA	617-223-9540														

5310 State Agencies																
	Dept of Environmental Protection		X	X			X									
	Northeast	781-935-2160														
	Southeast	508-946-2700														
	24 Hour	508-820-2121														
	Coastal Zone Management	617-626-1200														

Plymouth to Salisbury, Massachusetts Area Contingency Plan
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		Phone Number	Pollution	Hazmat	Salvage	Boats	Boom	Pumps	Skimmer	Vac-Trucks	Heavy Equip.	Tugs	Barges	Tank Vsls	Divers	Helo
	Dept of Fisheries & Wildlife	617-727-3151														
	Law Enforcement	617-727-3905														
	State Police	617-566-4500				X									X	X
	Regional Hazmat Resp. Teams			X												
	Bourne Team (Plymouth-Hingham)	508-362-3434		X												
	Metro Team (Weymouth-Rockport)	617-552-7270		X												
	Lowell Team (Essex-Salisbury)	978-458-4588		X												
	Massachusetts Division of Fisheries and Wildlife	617-727-3151														
	Mass. Marine Fisheries	978-465-3553														
		617-727-3036														
	Dept of Public Health	617-727-2670														
	24 Hour	617-522-3700														
	Mass Historical Commission	617-727-8470														
		Fax: 617-727-5128														
	Mass. Env. Police	800-632-8075				X										
	Governor															
	State Ornithologist															
	Massachusetts Emergency Management Agency (MEMA)	508-820-2000														

Plymouth to Salisbury, Massachusetts Area Contingency Plan
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		Phone Number	Pollution	Hazmat	Salvage	Boats	Boom	Pumps	Skimmer	Vac- Trucks	Heavy Equip.	Tugs	Barges	Tank Vsls	Divers	Helo
5315 OSROs																
	Boston Line	617-951-9957				X	X									
	Clean Harbors	617-269-5830	X	X		X	X	X	X	X	X					
		So. Boston														
	Cyn Environmental	800-242-5818	X	X			X	X		X	X	X				
		So. Boston														
	Enpro Services	508-465-1595				X	X	X		X	X					
		Newburyport														
	EP&S	413-731-1000	X			X	X			X						
		Springfield														
	Fleet Environmental	508-946-6900	X	X		X	X	X	X	X	X					
		Lakeville														
	IT Corp.	508-435-9561	X			X	X	X			X					
		Hopkinton											X	X		
	Marine Pollution Control	800-521-8232	X					X								
		S. Boston														
	MSRC	800-oil-spill	X				X		X							
	National Response Corp	800-899-4672	X				X		X	X						
		516-369-8644														
		(Boston)														
	OHM Remediation Svcs	508-435-9561														
		Hopkinton														
	Sea Tow	617-567-1881			X	X	X	X	X							
		Boston/Salisb ury/Plymouth														
	Zecco, Inc.	800-442-5336	X			X	X	X		X	X					
		Northborough														

Plymouth to Salisbury, Massachusetts Area Contingency Plan
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		Phone Number	Pollution	Hazmat	Salvage	Boats	Boom	Pumps	Skimmer	Vac Trucks	Heavy Equip.	Tugs	Barges	Tank Vessels	Divers	Helo
5320 Co-Ops/ Facilities																
	Boston Oil Spill Co-op	617-884-5980 (GULF)				X	X									
	Coastal	617-269-8400														
	Exxon	617-381-2802														
	Sithe	617-381-2506														
	MWRA	617-539-4243														
	Gulf	617-884-5980														
	Global	617-660-1119														
	Irving	781-289-4201														
	N.E. Petrol															
	Mobil	617-568-2239														
	U.S. Gen	978-740-8240														
	Tri-City Industrial Spill Response	781-848-2595	X			X	X				X					
	Sithe															
	Citgo Weymouth	781-848-1130	X				X									
	Braintree Electric Light	617-471-4228	X				X									
	MWRA	617-847-0994	X			X	X									
	Plymouth Nuclear															

5325 Marine Pilots / Vessel Agents	
Boston Pilots	617-569-4500
24 Hour	617-962-4970
Eastern Point Pilots - Salem	978-948-3900
Boston Towing & Transportation	617-567-9100
Docking Pilots	
Bay State Towing	617-561-0223
Docking Pilots	
American Heavy Lift	508-522-3300
Amoco Transport (TX)	409-943-2747
Atlantic Maritime	617-269-0520
Bill Black	617-269-4610
Bill Black (Main Office)	508-540-6899
Boston Towing & Transportation	617-567-9100
Bouchard Transportation	516-681-4900
Chevron (TX)	713754-2000

Plymouth to Salisbury, Massachusetts Area Contingency Plan
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Coastal Marine (TX)	713877-6552
Dexport	617-294-1543
Eimskip	617-561-7766
Ekloff Marine	718-720-7207
Elliott Stevedoring	978-281-1700
General Steamship	203-975-9070
Global Trade	401-467-2599
Goff & Page	401-785-9100
Goff & Page (Chelsea)	617-887-0500
Gulf Oil	617-884-5980
Hamson, Raymond	617-561-4554
Hapag Lloyd	781-843-3300
Keuhne Chemical	973-589-0700
Keystone Chemical	610-617-6800
Lykes Line	201-418-7500
Maritrans inc.	215-864-1200
Mobil Oil Corp. (VA)	703-846-3000
Moran Shipping	617-443-0616
Northern Star	401-461-3310
Paralia Steam Agency	617-527-5880
Peabody & Lane	617-241-3700
R and O Motorship Agency	781-294-1543
Resource Trading	207-772-2299
Rice Unruh Co.	781-665-8086
Sabine Transport (TX)	409-962-0201
Sea-land Services	617-269-9399
Sound Advise (NH)	603-642-5166
Star Enterprise	302-834-6000
Vessel Agents Inc.	617-561-4554
Weaver Marine	732-283-5400

Plymouth to Salisbury, Massachusetts Area Contingency Plan
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5330 Command Posts	
North Shore Community College	617-598-8995
U.S. Coast Guard Station Point Allerton	617-925-0166
U.S. Coast Guard Station Scituate	617-545-3801
U.S. Coast Guard Station Newburyport	
Weymouth Town Hall	617-335-2000
Marshfield Emergency Operations Center	617-837-1315
Duxbury Fire Dept	617-934-2866
Plymouth Memorial Hall, Civil Defense Office	508-830-4182
Black Falcon Cruise Terminal, Boston	617-330-1500
Boston Fish Pier (Massport)	617-790-1907
Dorchester National Guard Armory	617-727-1283
World Trade Center Boston	617-439-5256
USS Constitution Navy Yard – National Park Service Charlestown	617-242-5628
U.S. Generating Company Salem, MA	978-740-8240

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		Phone Number	Pollution	Hazmat	Salvage	Boats	Boom	Pumps	Skimmer	Vac Trucks	Heavy Equip.	Tugs	Barges	Tank Vessels	Divers	Helo
5335 Towing / Barge Co.'s																
	Bang Corp.	617-569-2239										1				
	Bay State Towing	617-561-0223										4				
	Boston Line	617-951-9957										3				
	Boston Marine Transport	617-567-6869										1				
	Boston Towing & Trans.	617-567-9100										14				
	Bouchard Trans.	516-681-4900														
	Cashman's	617-261-6696 / 561-4300		X							1					
	Colombia Barge	617-268-8400									3					
	DONJON Marine (NJ)	908-964-_812			X											
	Eastern	617-567-5299										2				
	Farrell	617-871-1700										1				
	Kiewit Eastern Co.	617-776-9890			X											
	Moran Towing	203-625-7800										9				
	Rev-Lynn	617-567-4212										1				

5340 Divers	
Marblehead Marine Contractors	978-526-1842

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5345 Volunteer Resources		
	New England Wildlife Center	
	Hingham	617-749-5387
	Felix Neck Wildlife Sanctuary	
	VineYard Haven, MA	508-627-4850
	Tufts University School of Veterinary Medicine Wildlife Clinic	
	Save the Harbor Save the Bay	617-560-2399 (pager)
	Tri State Bird and Rescue	302-737-7241
	North Grafton	508-839-5302

5350 Communications		
	NEXTEL	617-839-5776
	COMLANTAREA	757-398-6231

5355 Marine Fire Fighting		
	Boston Fire	617-725-2880
	Boston Towing and Transportation	617-567-9100
	Massport Fire Rescue	617 561-1900 617 561-1910

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5360 Media / Public Affairs			
	USCG	D1 Public Affairs	617-223-8515 / 25
		PIAT	252-331-6000
	Newspapers	Boston Herald	617-426-3000
		Boston Globe	617-929-3000
		Patriot Ledger (South)	617-786-7000
		Daily Evening Item (North)	781-593-7700
		Danvers Herald (North)	978-774-0505
		Essex County Newspapers(North)	978-745-6969
	Television	WBZ-TV Channel 4	617-787-7145
		WCVB-TV Channel 5	781-449-0400
		WHDH-TV Channel 7	617-725-0777
		WB56-TV Channel 56	617-265-5656
		WFXT-TV Channel 25	617-265-5786 / 5656
		WGBH -TV Channel 44	617-492-2777
	Radio	WBZ - AM	617-787-7070
		Boston	
		WCAP-AM 980	978-454-0404
		Lowell	
		WEZE-AM	617-328-0880
		Quincy	
		WHDH-AM	617-725-0770
		Boston	
		WJDA-AM	617-479-1300
		Quincy	
		WMEX-AM 1150	617-822-9600
		S. Boston	
		WRKO-AM 680	617-236-6845
		Boston	
	Wire Service	Associated Press	617-357-8100
			Fax: 617-338-8125
		United Press Int'l	617-225-0024
			Fax: 617-252-0605

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5365 Local Authorities by Town		
Town	Agency	Contact Numbers
Amesbury		
	Harbormaster	H: 978-388-1392
		W: 978-388-0085
	Fire	
	Police	978-388-1212
Beverly	Civil Defense	978-927-5575 / 5017
	Harbormaster	Pager: 978-468-9946
		978-921-6059
	Fire	978-922-1212
	Police	978-922-1212
Boston	Harbormaster	617-536-1500
		617-343-4721 / 22
	Fire	617-536-1500
	Police	
	Harbormaster	781-843-3601
Braintree	Fire / Hazmat	781-843-3600 / 3604
	Police	781-843-1212
	Harbormaster	617-884-2011
		617-884-1212
	Fire	617-884-1410
Chelsea	Police	
	Emergency Management	617 889-2121
	Harbormaster	781-383-0863
	Fire	781-383-0260
	Police	
Danvers	Harbormaster	978-762-0210
		978-777-9494
	Fire	978-774-2424
	Police	978-774-1212
		777-0001, x3026
Duxbury	Harbormaster	781-934-2866
	Fire	781-934-5691 / 5693
	Police	781-934-5656
	Harbormaster	978-768-6511 / 6200
	Fire	978-768-6363
Essex	Police	978-768-6628
	Harbormaster	978-283-2424
		978-281-9785
	Fire	978-283-2424 / 546-3444
	Police	978-283-1212
Hampton, NH	Harbormaster	
	Fire / Emergency	603-926-3316 / 3315
	Police	

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	Haverhill	Harbormaster	978-373-3833 / 1212
			978-374-1923
		Fire	
		Police	
	Hingham	Harbormaster	781-741-1450
		Fire	781-749-2424
		Police	781-749-1212
	Hull	Harbormaster	781-925-0540
			H: 781-925-3435
		Fire	781-925-2424
		Police	781-925-1212
	Ipswich	Harbormaster	978-356-4321
		Fire	978-356-4321
		Police	978-356-4343
	Kingston	Harbormaster	781-585-0531
		Fire	781-585-2521
		Police	781-585-2121
	Lynn	Harbormaster	617-578-8995
			W: 781-593-9850
			H: 781-598-4561
		Fire	781-592-1000
		Police	Pager: 800-912-4529
	Man-chester	Harbormaster	978-526-1111
			H: 978-526-7832
		Fire	978-526-4040 / 1111
		Police	978-526-1212
	Marble-head	Harbormaster	781-631-0142
			H: 781-631-2386
		Fire	781-631-1234
		Police	781-631-1212
	Marshfield	Harbormaster	781-837-1313
			W: 781-834-6543
		Fire	781-837-1313
		Police	781-834-6655
	Medford	Harbormaster	781-396-9400
			W: 781-391-6770
		Fire	
		Police	781-391-6404
	Milton	Harbormaster	617-698-1980
			H: 617-698-3033
		Fire	
		Police	
	Nahant	Harbormaster	781-581-1235
			W: 781-581-0626
		Fire	781-581-1234
		Police	781-581-1212
	Newburyport	Harbormaster	978-465-4410

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		H: 978-462-6904
	Fire	978-462-6611
	Police	978-462-4411
Newbury	Harbormaster	978-462-4440
		978-463-0796
		W: 978-463-9360
	Fire	978-463-0796
	Police	978-465-3737
Plymouth	Harbormaster	508-830-4212 / 4218
		H: 508-746-3745
		W: 508-830-4182
	Fire	508-746-2211
	Police	
Quincy	Harbormaster	617-376-1040 / 1010
		H: 617-479-6181
		W: 617-479-7401
	Fire / Emergency	617-376-1010 / 1011
	Police	
Revere	Harbormaster	781-284-0014
	Fire	781-284-0014
	Police	781-284-9544
Rockport	Harbormaster	W: 978-546-9589
		H: 978-546-9334
	Fire	978-546-2842
	Police	978-546-3444
Rowley	Harbormaster	H: 978-948-7125
		W: 978-546-9598
	Fire	978-622-8246
		978-948-3311
	Police	978-948-7644
Salem	Harbormaster	978-744-3936 / 1235
		H: 978-744-2726
		W: 978-741-0098
	Fire	978-744-1234
	Police	978-744-1212
Salisbury	Harbormaster	978-546-3444
		W: 978-462-1076
	Fire	978-462-2411
	Police	978-462-9333
Saugus	Harbormaster	781-233-1515
		H: 781-286-2040
	Fire	781-233-1515
	Police	781-233-1212
Scituate	Harbormaster	H: 781-545-9043
		W: 781-545-2130
	Fire	781-545-0364 / 5515
	Police	781-545-1212

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	Sea-brook, NH	Harbormaster	
		Fire	603-474-3434
		Police	
	Swampscott	Harbormaster	H: 781-595-9386
		Fire	781-592-2121
		Police	781-595-1111
	Weymouth	Harbormaster	H: 781-331-6688
		Fire	781-337-5151 / 340-5022
		Police	781-335-1212
	Winthrop	Harbormaster	H: 617-846-1280
		Fire	617-846-3473
		Police	617-846-1212

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5370 Hospitals			
	Beverly		
		Beverly Hospital	978-922-3000
	Boston		
		New England Medical Center	617-636-5000
		Mass General Hospital	617-726-2000
	Gloucester		
		Addison Gilbert Hospital	978-283-4000
	Haverhill		
		Hale Hospital	978-374-2000
	Ipswich		
		Cable Emergency Hospital	978-356-4366
	Malden		
		Malden Medical Center (0800-2000)	781-322-7560
	Medford		
		Lawrence Memorial Hospital	781-396-9250
	Newbury-port		
		Anna Jaques Hospital	978-463-1000
	Plymouth		
		Jordan Hospital	508-746-2000
	Salem		
		Salem Hospital	978-741-1200
	South Weymouth		
		South Shore ER	781-335-7833

Plymouth to Salisbury, Massachusetts Area Contingency Plan
5000 LOGISTICS

5375 Laboratories		
	High Genetics	617-723-4664
	Scientific Labs	781-337-9334
	Environmental Health & Engineering	617-964-8550
	Briggs Engineering & Testing	781-871-6040
	Peer Consulting	617-354-6721
	Arthur D. Little, Inc.	617-864-5770
	Clean Harbors	781-849-1800

5380 Airports/Aircraft Rental		
	Beverly Municipal Airport	978-921-6072
	Beverly, MA	
	Aircraft Capability:	DC-10 & below
	Boston Heliport, Inc.	617-482-4501
	31 Fargo St., Boston	
	Aircraft Capability:	Unlimited Helo
	Hanscom Field (MASSPORT)	781-869-8000
	Lexington, MA	
	Aircraft Capability:	Unlimited
	Logan Int'l Airport	617-561-1922
	East Boston	
	Aircraft Capability:	Unlimited
	Marshfield Airport	781-837-8521
	Marshfield	
	Aircraft Capability:	Piston/Prop only
	Newburyport-Plum Island	978-686-3412
	Newburyport	
	Aircraft Capability:	Piston/Prop only
	Northampton-Lafleur Airport	413-584-7980
	Northampton	
	Aircraft Capability:	DC-3 & Below
	Plymouth Municipal Airport	508-746-2020
	Plymouth	
	Aircraft Capability:	Piston/Prop only
	New Hampshire Helo Rentals	603-926-4949
	Hampton, NH	

Plymouth to Salisbury, Massachusetts Area Contingency Plan
5000 LOGISTICS

5385 Vehicle Rental		
	Avis	800-331-1212
	Advantage Rent A Car	800-777-5500
	Budget Car & Truck Rental	800-527-0700
	Hertz Rent A Car	800-654-3131
	Enterprise Rent A Car	800-325-8007
	National Car Rental	800-227-7368

5390 Trucking / Heavy Equipment Co.'s		
	Allied Int'l Trucking Co., Inc.	800-843-8860
	Chelsea, MA	
	O.B. Hill Motor Transportation Co.	508-653-2071
	Natick, MA	
	LBK Limited, Inc.	781-963-6416
	Randolph, MA	
	Marr Equipment Corp.	617-263-7200
	So. Boston, MA	
	Shaughnessy Crane Service	617-268-3000
	Boston, MA	
	Mark Equipment & Hauling	617-282-1022
	Dorchester, MA	
	Wellesley Crane Service	Day: 508-481-5169
	Southboro, MA	Eve: 508-224-3133

Plymouth to Salisbury, Massachusetts Area Contingency Plan
5000 LOGISTICS

5395 Dispersant Resources		
Air Response, Inc. Mesa, AZ	602 844 0800	602 246 3336
Airborne Support, Inc. Houma, LA	504 851 6391	
Biegert Aviation, Inc. Chandler, AZ	520 796 2400	
Clean Bay, Inc. Concord, CA	510 685 2800	
Clean Caribbean, Coop. Port Everglades, FL	504 593 6700	
Clean Gulf Associations Houston, TX Grand Isle, LA Panama City, FL	504 593 6700	
Clean Harbors co-op Edison, NJ	908 738 3002	
Clean Seas Carpenteria, CA	805 684 3838	
Clean Sound co-op Edmonds, WA	206 744 0948	
CISPRI Anchorage, AK	907 776 5129	
Delaware Bay River co-op Slaughter Beach, DE	302 645 7861	
EADC Fort Pierce, FL Monroe, LA	603 778 1813	
MSRC Lyndon, NJ	908 417 0500	
Maine Department of Environmental Protection Westbrook, ME	207 822 6340 207 287 2651	
NALCO/Exxon Energy Chemicals Sugarland, TX	281 263 7879	
NRC Miami, FL	516 369 8644	
Oil Spill Response Limited South Hampton, UK	44 1703 331 551	
SEAPRO INC. Sitka, AK	907 225 7002	
Southern Air Transport Worldwide locations	800 327 6456	
USAF Youngstown, OH	330 392 1111	
X Products & Services, INC Colorado Springs, CO	719 576 8047	

TAB – VOLUNTEERS

Plymouth to Salisbury, Massachusetts Area Contingency Plan

5000 LOGISTICS

5500 Volunteers

For the purpose of the Area Contingency Plan, volunteers will be referred to as uncompensated workers.

There shall be no distinction made between an uncompensated worker and a compensated worker for the purposes of health and safety. Utilization of uncompensated workers must be authorized by the responsible party and approved by the FOSC. Uncompensated workers shall not enter areas that could potentially result in the workers exposure to contaminants.

Uncompensated workers may support local wildlife impact mitigation with proper training and supervision by contracted wildlife rehabilitation organizations. CGDONE (dl) should be contacted for specific guidance regarding the scope and level of participation in activities of uncompensated workers. The extent of participation will be at the discretion of the FOSC.

If the FOSC approves of the use of uncompensated workers, the responsible party or the FOSC shall coordinate with the Massachusetts Department of Environmental Protection to establish a public phone number for information dissemination. This phone number will provide general volunteer information, what type of help is needed, other points of contact for volunteering, etc.

5600 Reserved

5700 Reserved for Area

5800 Reserved for District

5900 Reserved

TAB – FINANCE/ADMINISTRATION

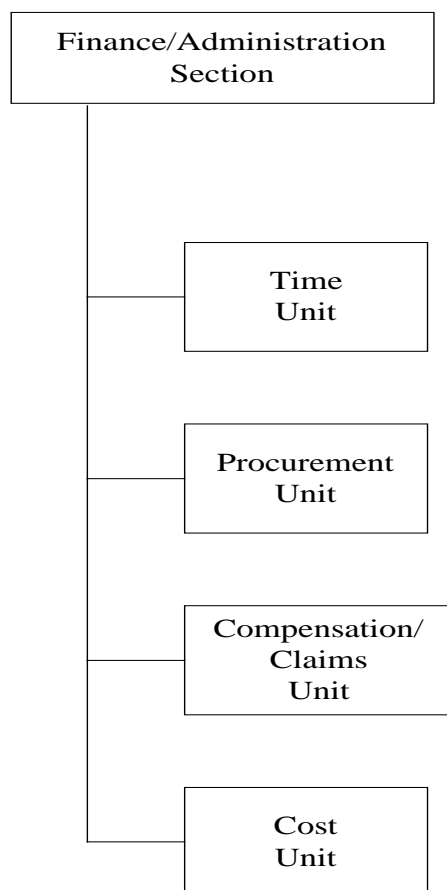
Massachusetts Area Contingency Plan

6000 FINANCE/ADMINISTRATION

6000 Finance/Administration

6100 Finance Section

The Finance Section documents all costs and provides information about financial issues that may impact on incident operations. The Finance and Resource Management Field Guide (FFARM) provides specific financial incident response information and checklists. The National Pollution Funds Center User Reference Guide provides specific response guidance. See Section 9000 for more information.



6110 Finance Section Chief

See the FOG for a list of the Finance Section Chief's responsibilities. Additional responsibilities include:

- Coordination and documentation of access to response funding sources, including the Oil Spill Liability Trust Fund (OSLTF) and Natural Resource Damage Assessment fund (NRDA)
- Completion of response cost accounting documentation.

Massachusetts Area Contingency Plan
6000 FINANCE/ADMINISTRATION

- Management of response ceilings, budgets and cost estimates.
- Providing financial support for contracting services, purchases and payments.
- Role as the primary contact to the National Pollution Funds Center (NPFC) case officer to coordinate response cost recovery actions.

6115 Initial Action - Checklist:

STEP	ACTION	
1.	Receive assignment	
2.	Upon arrival at the incident, check-in at the Incident Command Post	
3.	Obtain an initial brief from Incident Commander (IC) <ul style="list-style-type: none">• Size and complexity of incident• Expectations of the IC• Incident objectives• Agencies/organizations/stakeholders involved• Incident activities/situation• Special concerns	
4.	Review ICS 201 or Initial Action Plan (IAP)	
5.	Maintain a detailed Finance Section Unit Activity Log (ICS 214) NOTE: Log should contain enough detail to reconstruct all events.	
6.	Establish a work location <ul style="list-style-type: none">• Accessible• Adequate space• Close to Logistics Section• Have communications capability	
7.	Acquire work materials from above	
8.	Determine resource needs for the section. If inadequate, submit requests through the logistics section.	
9.	Organize, assign, and brief subordinates	

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6000 FINANCE/ADMINISTRATION

10.	Brief section personnel on mission/functions/ responsibilities											
	<ul style="list-style-type: none">• Provide overview of incident• Provide overview of Finance/Administration Section responsibilities• Emphasize accuracy of required information											
	<table><tr><th>Position</th><th>Responsibilities</th></tr><tr><td>Procurement Unit Leader</td><td>Administer financial and vendor contracts</td></tr><tr><td>Time Unit Leader</td><td>Equipment and personnel time recording</td></tr><tr><td>Claims Unit Leader</td><td>Provide claims processing</td></tr><tr><td>Cost Unit Leader</td><td>Financial analysis and ceiling management</td></tr></table>		Position	Responsibilities	Procurement Unit Leader	Administer financial and vendor contracts	Time Unit Leader	Equipment and personnel time recording	Claims Unit Leader	Provide claims processing	Cost Unit Leader	Financial analysis and ceiling management
Position	Responsibilities											
Procurement Unit Leader	Administer financial and vendor contracts											
Time Unit Leader	Equipment and personnel time recording											
Claims Unit Leader	Provide claims processing											
Cost Unit Leader	Financial analysis and ceiling management											
11.	Exchange cost and federal project numbers data between section chiefs at initial meeting											
12.	Identify/publish avenues for claim processing <ul style="list-style-type: none">• Consult with NPFC• Establish and post numbers and points of contact• Publish in local media											
13.	Track, stay aware of incident expansion / contraction due to changes in conditions, meeting of objectives											
14.	Complete forms and reports required of the assigned position and send material through supervisor to Documentation Unit											

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6120 Completing ICS Forms - Checklist:

Form number	Name
ICS 214	Unit Log
CG 5136A	Pollution Incident Daily Resource Report (Summary)
CG 5136B	Pollution Incident Daily Resource Report (Government Personnel)
CG 5136C	Pollution Incident Daily Resource Report (Government Equipment)
CG 5136D	Pollution Incident Daily Resource Report (Purchases, Travel, Contractor expendables)
CG 5136E	Pollution Incident Daily Resource Report (Short Form, less than 25K)
CG 5136F	Pollution Incident Daily Resource Report (Ceiling Management)
NOTES: 1. All CG 5136 series forms can be found in the NPFC Reference Guide. 2. All necessary forms must be completed with current available data prior to the end of each operational period. 3. The FOSC must submit a financial summary report to the NPFC within 60 days after the end of an incident. See enclosure 1 for document flow. 4. Any alternative documentation package requires NPFC review and approval prior to acceptance for use.	

Massachusetts Area Contingency Plan
6000 FINANCE/ADMINISTRATION

6125 Cost Documentation - Checklist

1. Collect cost data from applicable ICS sections

DATA	SOURCE
Government personnel, rank, unit	Planning Section/ Resource Unit Leader
Government Equipment	Planning Section/ Resource Unit Leader
Government Vehicles	Planning Section/ Resource Unit Leader
Government Boats	Planning Section/ Resource Unit Leader
Government Cutters	Planning Section/ Resource Unit Leader
Government aircraft	Planning Section/ Resource Unit Leader
Commercial contracts	Finance/Administra- tion Section/ Procurement Unit Leader
Pollution Removal Funding Authorization (PRFA)	IC/Liaison Officer

NOTE: The complete rate standards are found in COMDTINST 7310.1 (series).

NOTE: The FSC is responsible for advising the IC on when/if the RP will reach their limit of liability and what impact that might have on the response efforts.

Massachusetts Area Contingency Plan
6000 FINANCE/ADMINISTRATION

2.	Enter collected data into automated system <ul style="list-style-type: none">• Ensure appropriate categories are assigned in accordance with CG 5136F (Environmental Response Ceiling Management Form)	
3.	Process procurement requests (PR) and Pollution Removal Funding Authorizations (PRFA). Requests are originated by: <ul style="list-style-type: none">• Logistics section• IC / LO (PRFA)	
4.	Develop operational period cost summary report and distribute to: <ul style="list-style-type: none">• Incident Commander/Unified Command• All Section Chiefs• Situation Unit Leader• Documentation Unit Leader	

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6000 FINANCE/ADMINISTRATION

6130 Creating Contracts for Supplies and Services - Checklist:

1.	Create accounts in Large Unit Financial System (LUFS) for Type I obligations	
2.	Enter all obligations in LUFS and transmit to the Finance/Administration Center <ul style="list-style-type: none">• Travel orders• Commercial contracts• Purchase orders• Credit card transactions• PRFAs	
3.	Submit cost saving recommendations to the Federal On Scene Coordinator as appropriate <i>Example: Use of government sources and contracts</i>	

6135 Section Demobilization - Checklist:

1.	Provide input to the Demobilization Plan <ul style="list-style-type: none">• Lead times• Identify high cost resources• Equipment release considerations	
2.	Demobilize section and transfer all functions and the completed financial documentation to FOSC staff	
3.	Debrief the section <ul style="list-style-type: none">• Participate in incident management team debriefing• Participate in closeout session• Brief replacement if necessary	
4.	Provide Supply Unit Leader with a list of supplies to be replenished	
5.	Forward all Section documentation to Documentation Unit	
6.	Complete Check-out Sheet	

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6140 Information Exchange Matrix

Inputs/Outputs

Below is an input/output matrix to assist the Finance/Administration Section Chief with obtaining information from other ICS positions and providing information to ICS positions.

MEET With	WHEN	FSC OBTAINS	FSC PROVIDES
Incident Commander	Check in Initial brief OPS brief	Incident status IC priorities, goals Instructions concerning Finance/Admin Section priorities Meeting time frames Permission from IC to raise ceiling as needed ICS 201 information Motivation	 Financial reports
Finance/ Administration Section Personnel	Upon arrival at incident and when ordered personnel arrive on-scene	List of names Qualifications	Assignments Tasking Incident status Check-in procedures
Liaison Officer	Planning meeting	OGA doc. (PRFA), i.e. purpose and estimated cost	Update on finance concerns Financial reports
Planning Section Chief	Planning meeting Ops brief	Proposed Incident Action Plan Briefing on situation Review objectives	
All Sections	Initial brief End of operational period	List of names, other information for personnel requiring orders Any financial concerns	Travel order numbers (TONOS) Accounting data Operational period financing summary report/projections

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Information Exchange Matrix (continued)

Inputs/Outputs

MEET With	WHEN	FSC OBTAINS	FSC PROVIDES
Resource Unit Leader	As needed	Check-in list from ICS 211 Resource status Copies of travel orders	
Logistics Sections Chief	As needed	Procurement requests	Funds availability Status of deliverables
Situation Unit Leader	Planning Meeting	Future projections for incident	

6200 Fund Access

Responsible parties are liable for damage claims and removal costs resulting from discharges or substantial threats of discharges of oil into or upon the navigable waters of the U.S. For cases where the responsible party is either unknown, or is unable or unwilling to meet this obligation, the Oil Spill Liability Trust Fund (OSLTF) will pay for removal costs and claims. The OSLTF is administered by the Coast Guard's National Pollution Funds Center (NPFC) in Arlington, VA, whose concurrent missions are to provide OSCs with the financial resources to ensure timely and effective response, to ensure legitimate damage claims are liquidated expeditiously, and to ensure proper documentation of expenditures to facilitate cost recovery from responsible parties.

When responding to an oil pollution incident, and when deemed appropriate, the FOSC assigns a Federal Project Number (FPN) and assigns a dollar ceiling to the amount to be used from the Oil Spill Liability Trust Fund (OSLTF) which is maintained by the National Pollution Fund Center (NPFC). As removal activities proceed, if it appears costs will exceed the original ceiling the FOSC requests an increase to the ceiling.

Each contractor or government agency is responsible for keeping track of their costs during the removal and for staying within the limits designated by the FOSC, or requesting more if needed.

FOSC's do not document or report costs for the assessment phase, except for "out of pocket" costs. "Assessment phase" is defined as the phase between notification of a discharge or substantial threat of a discharge, by whatever means, and the determination by the FOSC that further action or presence is required. Even when "out of pocket" assessment phase costs are documented and reported, it is to support charges to the OSLTF, and not for cost recovery from the Responsible Party.

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6210 Oil Spill Liability Trust Fund (OSLTF) - Overview

The Coast Guard National Pollution Fund Center (NPFC) administers the OSTLF, established by Section 311(k) of the FWPCA. 33 CFR 153 outlines the uses of the Fund.

6220 Comprehensive Environmental Response, Compensation & Liability Act (CERCLA) - Overview

A Memorandum of Understanding between the USCG and the EPA allows the USCG to access the CERCLA Fund for Hazardous Material Responses. When EPA provides the OSC, the EPA Regional Administrator has authority to approve Trust Fund expenditures not to exceed \$2,000,000. When the USCG provides the OSC, the USCG OSC has authority to approve Trust Fund expenditures not to exceed \$50,000. USCG OSCs can receive approval for CERCLA Trust Fund expenditures up to \$250,000 through the Commander, First Coast Guard District. For additional expenditures, approval from the EPA Emergency Response Division is necessary. To access the fund, an account number must be obtained from EPA Headquarters.

The Trust Funds may be used to undertake immediate removal actions when the FOSC determines that such action will prevent or mitigate immediate and significant risk of harm to human life or health or to the environment from such situations as:

- Human, animal, or food chain exposure to acutely toxic substances.
- Contamination of a drinking water supply
- Fire and/or explosion.
- Similar acute situations.

6230 State Access to Funds

The Governor of Massachusetts may request funding from the OSLTF for payments not to exceed \$250,000 per incident, for removal costs consistent with the National Contingency Plan, required for the immediate removal of a discharge, or the mitigation or prevention of a substantial threat of a discharge of oil. The responsibility for implementing this section of the Act has been delegated to the NPFC. 33 CFR Part 133 provides further information and is entitled, "State Access to the Oil Spill Liability Trust Fund for Removal Costs Under the Oil Pollution Act of 1990."

There are three methods available to states and/or political subdivisions thereof for payment of removal costs:

Direct State Access to the OSLTF;

Execute a Pollution Funding Authorization Agreement with the federal OSC; or

File a claim after the fact with either the Responsible Party or the NPFC.

Requests to directly access the Fund must be made by the Governor or their designated representatives to the OSC. The OSC reviews the request for eligibility under OPA 90, then approves or denies the Governor's request. The regulations provide minimum standards to guide the OSC in making eligibility decisions. States are required to coordinate their removal actions with the OSC and retain records of expenditures. The provisions of the Federal Grant and Cooperative Agreement Act and the regulations of the U.S. Department of Transportation

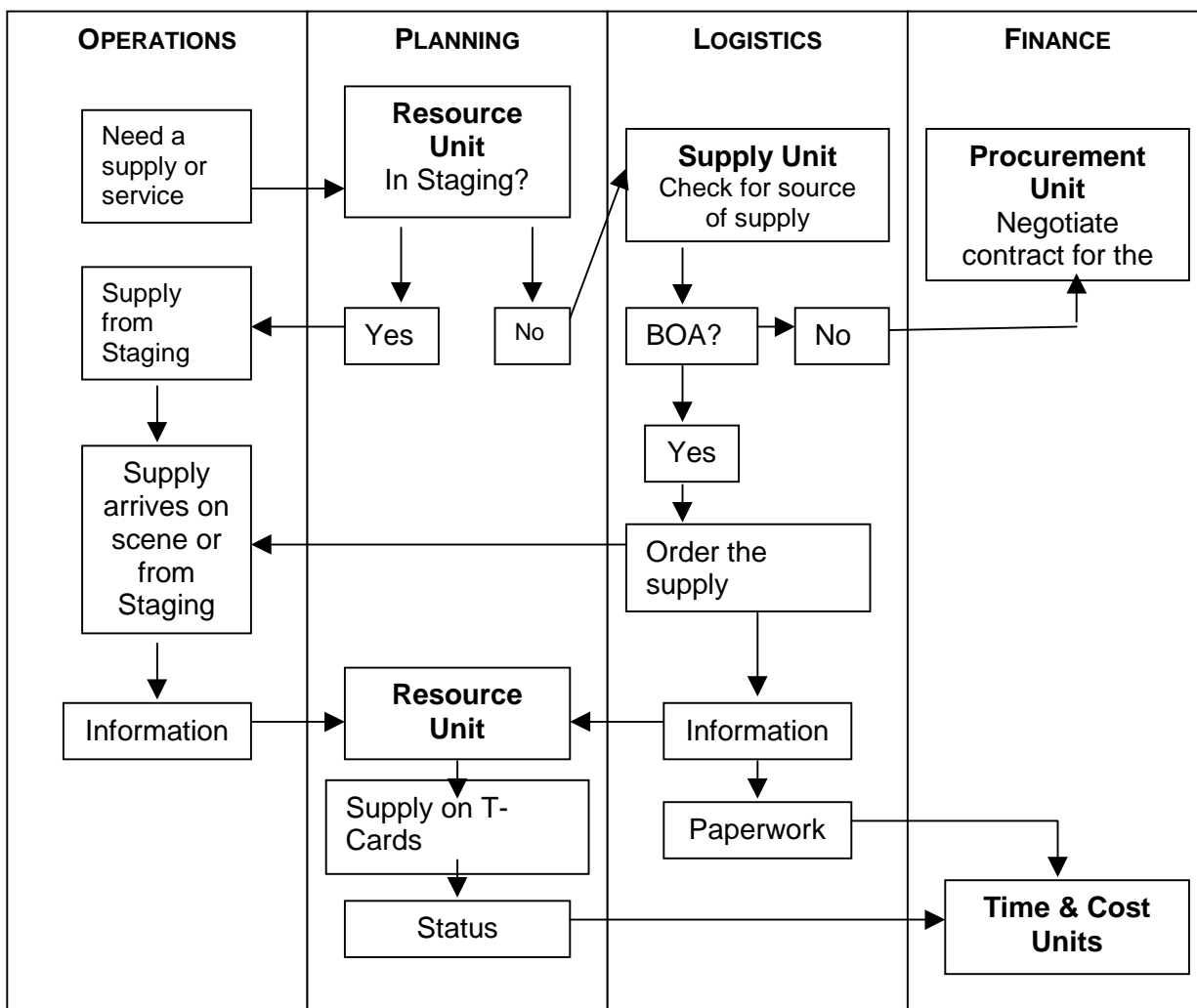
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regarding Federal assistance programs apply to payments from the Fund, and are described in the "Technical Operating Procedures for State Access under Section 1012(d)(1) of OPA 90" (TOPS).

States may also execute a Pollution Removal Funding Authorization Agreement with the OSC, which effectively acts as a contract between the State and the OSC. States may also pay for their activities themselves, then file a claim for reimbursement with either the OSC or the Responsible Party, as appropriate.

6240 Resource Tracking & Cost Accounting Flowchart



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6250 Contracting

A BOA contractor must be selected over a non-BOA contractor. BOA contractors are initially hired by verbal order followed by a written contract (Optional Form 347) for each incident, which will include the specific number of personnel and equipment needed, estimated cost, and the FPN. The OSC-authorized ceiling for a BOA contractor is set at \$25,000 per incident, per BOA contractor selected (two or more BOA contractors can be hired to perform different tasks on one incident at a maximum of \$25,000 each). The Contracting Officer must approve contractor services that will exceed the OSC's limit.

Unless the BOA contractor cannot provide a timely and adequate response, selection of a non-BOA contractor by an OSC is not authorized. The Contracting Officer is generally the only person authorized to hire a non-BOA contractor. If the Contracting Officer cannot be reached in a timely manner, the OSC is authorized to issue non-BOA purchase orders, on an emergency basis only, with a limit not to exceed \$25,000 per incident. The OSC must contact the Contracting Officer within 24 hours after exercising this emergency authority. If the OSC determines that another agency can assist in a removal effort, the OSC may authorize that agency to perform removal actions, by executing a Pollution Removal Funding Authorization.

6260 Claims

Persons and government agencies which incur damages as a result of discharges or substantial threats of discharges of oil are entitled to compensation, and OPA '90 provides for a mechanism to expedite this process. The Responsible Party is primarily liable for satisfying legitimate claims expeditiously. If the Responsible Party is either unknown, unable, or unwilling to meet this obligation, or the claim is denied or remains unpaid for 90 days the NPFC will pay the claim from the OSLTF. This applies to both uncompensated removal costs and uncompensated damages resulting from the discharge. Section 1002 of OPA 90 describes damages as including natural resources, real or personal property, subsistence use, revenues, profits and earning capacity, and public services. The responsible party, as designated by the OSC, is required to advertise, in a manner directed by the NPFC, the name, address, telephone number, office hours, and work days of the person(s) to whom claims are to be presented and from whom claim information can be obtained.

If the responsible party denies responsibility, proves unwilling or unable to deal with claims, or refuses to advertise, the NPFC will assume the role of responsible party for the purpose of receiving and paying claims. As such, the NPFC will advertise as described above, listing either their offices in Arlington, VA, or a locally established claims office, as deemed appropriate by the OSC and NPFC for the case.

6300 Cost Documentation and Recovery

Government expenses must be properly documented in order to recover costs. This will serve to provide the responsible party with an accurate accounting and, in the event litigation is necessary, to provide concise, accurate, and admissible evidence. The NPFC's "Technical Operating Procedures for Resource Documentation" (TOPS) manual was written to assist OSCs, and contains all required forms and reports (See Section 9000).

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6400 Reserved

6500 Reserved

6600 Reserved

6700 Reserved for Area

6800 Reserved for District

6900 Reserved

7000 Reserved

TAB – MARINE FIRE FIGHTING

8000 Marine Fire Fighting

See the Maritime Incident Resources and Training Partnership (MIRT) Port Fire Fighting Plan for marine fire fighting information.

See the Port of Boston Marine Fire Fighting Memorandum of Understanding for agency responsibilities (See section 9000 for more information).

TAB – APPENDICES

9000 Appendices

9100 Sample Forms

9110 Incident Action Plan (IAP)

See MSO Boston Reference Web Page - <http://www.uscg.mil/d1/units/msobos/>

9120 Site Safety Plan

See MSO Boston Reference Web Page - <http://www.uscg.mil/d1/units/msobos/>

9130 POLREP

See MSO Boston Reference Web Page - <http://www.uscg.mil/d1/units/msobos/>

9140 D1 Daily Summary Form

See MSO Boston Reference Web Page - <http://www.uscg.mil/d1/units/msobos/>

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9150 ICS Forms

See MSO Boston Reference Web Page - <http://www.uscg.mil/d1/units/msobos/>
or NOAA's ICS Forms Program - NOAA ICS Forms Solution Program:
<http://response.restoration.noaa.gov/oilands/ICS/ICS.html>

ICS FORM NUMBER	FORM TITLE	PREPARED BY
201 #	Incident Briefing	Initial Response IC
•	ICS IAP Cover *	Situation Unit Leader
202 #	Response Objectives *	Planning Section Chief
203 #	Organization Assignment List *	Resources Unit Leader
204 #	Division Assignment List *	Operations Section Chief & Resources Unit Leader
205#	Incident Radio Comms Plan *	Communications Unit Leader
206#	Medical Plan *	Medical Unit Leader
207#	Organization Chart	Resources Unit Leader
OS-209#	Incident Status Summary	Situation Unit Leader
210#	Status Change Card	Communications Center
211#	Check-in List	Resources Unit at multiple locations
213#	General Message Form	All Positions
214#	Unit Log	All Positions
215#	Operational Planning Worksheet	Operations Section Chief & Planning Section Chief
216#	Radio Requirements Worksheet	Communications Unit Leader
217#	Radio Frequency Worksheet	Communications Unit Leader
218#	Support Vehicle Inventory	Ground Support Unit Leader
219#	Resource Status Card	Resource Unit Leader
220#	Air Operations Summary	Logistics Section Chief
221#	Demobilization Checkout	Demobilization Unit Leader
OS-230#	Daily Meeting Schedule	Situation Unit Leader
OS-231#	Meeting Description	Situation Unit Leader
OS-232#	Resources at Risk	Situation Unit Leader
	General Plan	Planning Section Chief
	Executive Summary	Planning Section Chief
	Initial Notification	Person Receiving Initial Report. Updated by Situation Unit Leader

9200 References/Links

9203 Glossary

For definitions in addition to the glossary following this section, see MSO Boston Reference Web Page - <http://www.uscg.mil/d1/units/msobos/>

9205 Adobe Acrobat

Adobe Acrobat installation/download:

<http://www.adobe.com/support/downloads/acwin.htm>

9210 Response Aids

Field Operations Guide (FOG)

Copies of the FOG can be obtained from the Government Printing Office. The stock number is 050-012-00382-3. The phone number for orders is 202 512 1800 or Fax 202 512 2250. For the latest information concerning the availability of the FOG call (202) 267-1570.

Adobe Acrobat File:

<http://www.uscg.mil/hq/g%2Dm/nmc/response/fog.pdf>

<http://www.uscg.mil/d1/units/msobos/>

Word File:

<http://www.uscg.mil/d1/units/msobos/>

Web Site (HTML):

<http://www.uscg.mil/hq/g%2Dm/nmc/response/fog/fog.htm>

DOT Emergency Response Guidebook

Web Page (HTML):

<http://hazmat.dot.gov/guidebook.htm>

U.S. Coast Guard Marine Safety Manual IX (Marine Environmental Protection)

Adobe Acrobat File:

<http://www.uscg.mil/hq/g-m/nmc/pubs/msm/vol9.pdf>

NOAA Shoreline Assessment Manual

Adobe Acrobat File:

<http://response.restoration.noaa.gov/oilaid/SAM2.pdf>

NIOSH Guide

Web Page (HTML):

<http://www.cdc.gov/niosh/npg/pgdstart.html>

TOXNET Chemical Search Page

Web Page:

<http://toxnet.nlm.nih.gov/servlets/simple-search?1.5.0>

U.S. Coast Guard Office of Response Links Page

Web Page:

<http://www.uscg.mil/hq/g-m/links.htm>

Material Safety Data Sheets

Web Page:

<http://www.access.gpo.gov/nara/cfr/>

Web Page:

<http://www.msdssearch.com/DBLinksN.htm>

Special Monitoring for Advanced Response Technologies (SMART)

Web Page:

<http://response.restoration.noaa.gov/oilaid/SMART/SMART.html>

9220 Regulations and Laws

OSHA Training Requirements

Web Page (HTML):

<http://www.osha.gov/comp-links.html>

Code of Federal Regulations (CFR)

Web Page (HTML):

<http://www.access.gpo.gov/nara/cfr/>

General Publications

Web Page (HTML):

<http://www.isweb.tasc.dot.gov/on-line.htm>

National Contingency Plan

Adobe Acrobat File:

<http://www.uscg.mil/hq/g%2Dm/nmc/response/ncp.pdf>

Oil Pollution Act of 1990 (OPA 90)

Adobe Acrobat File:

<http://www.uscg.mil/hq/g%2Dm/nmc/response/opawordp.pdf>

Comprehensive Environmental Response Compensation and Liability Act (CERCLA)

Adobe Acrobat:

<http://www.uscg.mil/hq/g%2Dm/nmc/response/cercla.pdf>

Adobe Acrobat:

<http://www.uscg.mil/hq/g-m/nmc/response/cercla.pdf>

Freedom Of Information Act (FOIA) and Privacy Act Manual

Web Page (HTML):

http://www.uscg.mil/hq/g-s/g-si/g-sii/sii-2/foia/foia_toc.htm

33 U.S. Code

Web Page (HTML):

http://uscode.house.gov/title_33.htm

9230 Financial Information

Standard Equipment Rates

Web Page (HTML):

<http://www.uscg.mil/hq/g-s/g-si/g-sii/dpri/dprindex.htm>

Finance and Resource Management Field Guide (ffarm)

Word Document:

<http://www.uscg.mil/hq/npfc/FFARMGuide.doc>

Oil Spill Removal Organizations (OSROS) listed by captain of the port zone

Adobe Acrobat:

<http://www.uscg.mil/hq/g%2Dm/nmc/response/zone.pdf>

Basic Ordering Agreements (BOA's)

Web Page (HTML):

<http://cgweb.lant.uscg.mil/FDiv/fcp-2.html>

National Pollution Fund Center (NPFC) Technical Operating Procedures (TOPS), Standard Rates and Cost Documentation Forms

Web Page (HTML):

<http://www.uscg.mil/hq/npfc/cm.htm>

9240 Environmental

Boston Tides, Currents and Sunrise/Sunset

Web Page (HTML):

<http://www.reedsalmanac.com/>

http://tbone.biol.sc.edu/tide/sites_useastupper.html

<http://www.boston.com/>

Weather

Satellite Weather:

<http://www.marineweather.com/psatellite-img.htm>

The Weather Channel:

<http://www.weather.com/homepage.html>

NOAA Weather:

<http://www.nws.noaa.gov/>

NOAA Weather Buoy Information:

<http://www.ndbc.noaa.gov/stuff/northeast/neatmap.shtml>

9250 Media Information

Joint Information Center (JIC) Manual

Adobe Acrobat File:

<http://www.uscg.mil/hq/nsfcc/nsfweb/download/JIC%20Manual.%20Version%202.pdf>

9260 Alternative Response Technology

Dispersants

For the following references, see the MSO Boston Reference Web Page -
<http://www.uscg.mil/d1/units/msobos/>

- MASSACHUSETTS/RHODE ISLAND DISPERSANT PRE-AUTHORIZATION POLICY
- District 7 DISPERSANT USE OPERATIONAL PLANNING AND IMPLEMENTATION GUIDANCE

In-Situ Burning

For the following references, see the MSO Boston Reference Web Page -
<http://www.uscg.mil/d1/units/msobos/>

- Memorandum Of Understanding Among U.S. Coast Guard District 1 (USCG) and U.S. Environmental Protection Agency Region I (EPA) and U.S. Department of the Interior (DOI) and U.S. Department of Commerce /National Oceanic and Atmospheric Administration (DOC/NOAA) and State of Maine (ME) Department of Environmental Protection and Commonwealth of Massachusetts (MA) Executive Office of Environmental Affairs And State of New Hampshire (NH) Department of Environmental Services and State of Rhode Island and Providence Plantations (RI) Department of Environmental Management and State of Vermont (VT) Agency of Natural Resources

Bioremediation

For the following references, see the MSO Boston Reference Web Page -
<http://www.uscg.mil/d1/units/msobos/>

- National Oceanic and Atmospheric Administration report, A Summary of Bioremediation Applications Observed at Marine Oil Spills, Report HMRB 91-2

9270 Other/Wanted

- U.S. Navy Salvage Manual
- ICS Position Manuals (eg. NFES 1985...)
- Endangered Species Act
- USCG Maintenance and Logistics Command BOA Equipment List
- USN SUPSALV Salvor's Handbook
- Incident Command System (COMDTINST 3120.14)
- U.S. Historical Preservation Agency (USHPA) Manual/National Historic Preservation Act
- National Pollution Funds Center User Reference Guide (NPFC)
- RCRA
- National Environmental Policy Act

9300 Memoranda of Understanding

See MSO Boston Reference Web Page - <http://www.uscg.mil/d1/units/msobos/>

9400 Alternative Response Technology

TAB – DISPERSANTS

9410 Summary of MA/RI Dispersant Pre-Authorization – Overview

1. Affirm the OSC's authority (defined in the NCP) to use dispersants without additional approvals or consultations, in order to prevent or substantially reduce the hazard to human life.
2. Require the OSC to notify the RRT agencies of his decision to use dispersants, as soon as practicable.
3. Restrict dispersants to those listed on the NCP Product Schedule (Endangered Species Act Section 7 consultations typically are performed only on those that are commercially available and stockpiled, further reducing chemicals that are preapproved for use)
4. Require monitoring where practicable, typically visual to fluorometric monitoring with water samples taken for further analysis. See SMART protocol.
5. Require an OSC-arranged debrief following dispersant use per the agreement
 - Captain of the Port, Boston OSC Decision Zone: >2nm and >40 ft. Deep
 - Special Consideration Areas and Agencies Involved:
 1. Jeffrey's Ledge between 4/1 and 9/30
 2. Stellwagen Bank between 4/1 and 11/15 (Stellwagen Bank National Marine Sanctuary Manager)
 3. Great South Channel between 4/1 and 6/30 and 10/1 and 11/15 (National Marine Fisheries Service)
 4. Cape Cod Bay between 2/1 and 5/15

9412 Dispersant Decision – Overview

The following outline illustrates the information that must be considered for a dispersant use decision to be made.

- A. SPILL DATA
 - (1) Circumstances:
 - (2) Time/Date:
 - (3) Location:
 - (4) Type of Oil:
 - (5) Volume Released:
 - (6) Total Potential of Release:
 - (7) Type of Release (Instantaneous, Continuous, Intermittent)
 - (8)
- B. CHARACTERISTICS OF THE SPILLED OIL
 - (1) Specific Gravity:
 - (2) Viscosity:
 - (3) Pour Point:
 - (4) Flash Point:
 - (5) Relative Toxicity:

C. WEAX/WATER CONDITIONS

- (1) Air Temp:
- (2) Wind Speed/Direction:
- (3) Tide/Current Info:
- (4) Sea Conditions:
- (5) Water Temp/Salinity:
- (6) Water Depth at Spill Location:

D. OIL TRAJECTORY INFORMATION

- (1) 48-Hour Surface Oil Trajectory Forecast:
 - (a) Surface area of slick
 - (b) Expected areas of landfall
- (2) 48-Hour Dispersed Oil Trajectory Forecast:
 - (a) Oil movement in water column
 - (b) Surface oil movement
 - (c) Expected landfall

E. CHARACTERISTICS OF AVAILABLE DISPERSANTS & APPLICATION EQUIPMENT

- (1) Characteristics of the Dispersant(s)
 - (a) Name:
 - (b) Manufacturer:
 - (c) When available:
 - (d) Location(s):
 - (e) Amount available:
 - (f) Type of containers:
 - (g) Toxicity:
 - (h) Application methods:
 - (i) Miscellaneous:
- (2) Type of Transportation & Dispersing Equipment
 - (a) Name:
 - (b) Location:
 - (c) Time to arrive:
 - (d) Equipment available:
 - (d) Other:

F. INFORMATION ABOUT AVAILABLE DISPERSANT AND DISPERSING EQUIPMENT

- (1) Name on EPA & State Acceptance List
- (2) Type (Self-Mix, Concentrate, Solvent, Other)
- (3) Proposed Application Method(s) & Rates
- (4) Efficiency (% Dispersed & Volume Dispersed)
- (5) Schedule of Operation
- (6) Location of Area to be Treated
- (7) Surface Area of the Slick Which can be Treated in the Schedule Time Period

G. CONSIDERATIONS FOR CONVENTIONAL METHODS OF CONTAINMENT AND CLEANUP (COULD DISPERSION AID IN REDUCING IMPACT)

- (1) Containment at source
- (2) Shoreline Protection Strategies
- (3) Shoreline Cleanup Strategies

(4) Time Necessary to Execute Response

H. HABITATS AND RESOURCES AT RISK

- (1) Habitat
- (2) Resources

I. ECONOMIC CONSIDERATIONS

- (1) Cost of Dispersant Operation
- (2) Cost of Conventional Containment & protection
 - (a) With dispersant use
 - (b) Without dispersant use
- (3) Cost of Shoreline Cleanup (Cost per Barrel X # of Barrels Reaching Shoreline)
 - (a) With dispersant use
 - (b) Without dispersant use

9414 DISPERSANT USE DECISION / IMPLEMENTATION - CHECKLIST

Note: Need all "YES" answers before dispersant use is acceptable.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

DECISION ELEMENT

1. Is the spill/oil dispersible?

Oil is generally dispersible if: API Gravity is more than 17
Pour Point is less than 10 F (5.5 C) below
ambient temperature
Viscosity is less than 10,000 centistokes

Note: Some modern dispersants may be formulated to be effective on a wider range of oil properties. The choices of dispersants listed on the NCP's National Product Schedule are limited. To answer this question you should look at which dispersant would be the most effective given the type of oil.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

2. Have environmental tradeoffs of dispersant use indicated that use should be considered?

Note: This is one of the more difficult questions. Dispersant toxicity assessment information found in Appendix V of the RRT pre-approval agreements may assist in this decision.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

3. Is the chosen dispersant likely to be effective?

Consider:

- effectiveness of dispersant application to the oil;
- dispersant-to-oil application ratio;
- oil slick thickness;
- distribution of oil slick on the water;
- droplet size distribution in aerial spray;
- oil viscosity;
- energy input;
- suspended particles in water (sedimentation);
- weathering of oil;
- emulsification of oil;
- oil composition;
- dispersant composition;
- water salinity; and
- temperature.
- dispersant type compatible with application means

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Note: A preliminary effectiveness test such as the standard flask swirling method is highly recommended.

Yes	No

4. Can dispersant application be conducted safely and effectively given the physical environment?

Environmental parameters:

- winds less than or equal to 25 knots
- visibility greater than or equal to 3 miles
- ceiling greater than or equal to 1000 feet
- operations during daylight hours only

Yes	No

5. Are sufficient equipment and personnel available to conduct aerial dispersant application operations within the window of opportunity?

Note: Refer to elements and position descriptions under the Dispersant Operations Group

Supervisor in the Operations Section...Other tools are available to assess this such as the NOAA Dispersant Mission Planner

Yes	No

6. Has a Site Safety Plan for dispersant operations been completed?

Yes	No

7. Is the spill/oil to be dispersed within a Pre-Approved Zone?

Refer to Section II within the applicable RRT Dispersant Pre-Approval Agreement

If the spill/oil is NOT in a Pre-Approved Zone, has approval been granted?

Submit "RRT Documentation/Application Form for Dispersant Use" to the Incident Specific RRT members with request for approval.

Dispersant use in non-approved areas must be requested by the OSC and approved by EPA and the affected state(s) after

consultation with DOC and DOI

Yes	No

8. Are the necessary equipment and trained personnel available to conduct the recommended monitoring operations?

The recommended monitoring protocol in each RRT region is the Special Monitoring for Advanced Response Technologies or SMART. The Atlantic Strike Team is available to support and provide monitoring assistance.

It may not be appropriate to base Go/No Go or continue / discontinue decisions solely on results from the SMART monitoring team since dispersant effectiveness is often delayed or not totally and easily conclusive. Monitoring is recommended but not strictly required should not be a showstopper for operation.

Yes	No

9. Has the overflight to assure that endangered species are not in the application area been conducted?

The provisions of the Section 7 consultation in regard to each RRT Pre-Approval Agreement requires an overflight of the application area to ensure endangered species are not threatened or endangered by the operation.

Yes	No

10. Has a Dispersant Operations Plan been completed?

Attached within this plan is a Dispersant Operations Plan template. The completion of this template should provide the OSC and Unified Command with a suitable and complete plan to support and implement the dispersant effort.

- Evaluate Pre-approved areas
- Consult with RRT
- Complete Authorization/Application Forms
- Complete Field Tests
- Document effectiveness
- Assist Environmental Unit in preparing applications and plans

TAB – IN SITU BURNING

9430 In-Situ Burning

9432 Summary of In Situ Burn Agreement – Overview

1. Affirm the OSC's authority (defined in the NCP) to use in situ burning or burning agents without additional approvals or consultations, in order to prevent or substantially reduce the hazard to human life.
 2. Require the OSC to notify the RRT agencies of his decision to use in situ burning as soon as practicable.
 3. Require use of recognized techniques, such as the use of fire-resistant boom to contain and control the burn.
 4. Require adherence to health and safety requirements and thresholds during the burn.
 5. Require burning in accordance with Endangered Species Act Section 7 consultations, and require specific consultation if endangered species are seen in burn area.
 6. Require air plume monitoring (such as measuring of inhalable air particulates, see SMART reference Section 9000).
 7. Require provisions for residue collection.
 8. Require an OSC-arranged debrief following an in situ burn use per the agreement.
- FOSC Decision Zone: > 6 nm
 - Expedited Decision Zone: 1-6 nm by decision of the FOSC and SOSC within the Unified Command
 - Case by Case Zone: < 1 nm, FOSC and SOSC in consultation with DOI/NOAA trustees and involving other parties as defined by state (i.e. Fire chiefs, air quality boards, etc.)
 - Special Consideration Areas and Agencies Involved:
 1. State of Maine OSC must concur to 12 miles year round
 2. Areas less than 20 feet deep (DOI and NOAA)
 3. Jeffrey's Ledge between 4/1 and 9/30 (National Marine Fisheries Service)
 4. Stellwagen Bank year round (Stellwagen Bank National Marine Sanctuary Manager)
 5. Great South Channel between 4/1 and 6/30 and 10/1 and 11/15 (National Marine Fisheries Service)
 6. Cape Cod Bay between 2/1 and 5/15

9435 In-Situ Burn decision - Overview

- The ignition and burning of oil spills seems to be a feasible countermeasure of certain open water spills.
- Combustion efficiency is primarily a function of spill volume; the larger the spill the higher the combustion efficiency.
- The sooner the slick is ignited, the higher the combustion efficiency.
- Ignition of the periphery of the slick results in combustion efficiencies almost as high as those for ignition of the entire surface area.
- Air, entrained by the combustion of this oil slick induces an inward surface current that inhibits and finally stops the oil's spread.

RECOMMENDATION. Like dispersants, in-situ burning may be used to reduce the amount of free-floating oil on the water to make terrestrial contact. In addition, where shoreline or terrestrial habits are already impacted (marshes), in-situ burning may be more desirable than mechanical removal.

TAB – DECANTING

9450 Decanting

When oil is spilled on the water, mechanical recovery of the oil is the principal approved method of responding. However, the mechanical recovery process and associated systems necessarily involve placing vessels and machinery in a floating oil environment.

Incidental returns of oil into the response area, such as oil that falls back into the recovery area from vessels and machinery that are immersed and working in the oil, are an inevitable part of the mechanical recovery process. Similarly, separation or "decanting" of water from recovered oil and return of excess water into the response area can be vital to the efficient mechanical recovery of spilled oil because it allows maximum use of limited storage capacity, thereby increasing recovery operations.

This practice is currently recognized as a necessary and routine part of response operations. (See National Contingency Plan Revisions, 59 F.R. 47401, Sept. 15, 1994.)

In addition, some activities, such as those associated with oil recovery vessels, small boats and equipment cleaning operations, may result in incidental discharges. These activities may be necessary to facilitate response operations on a continuing basis, and all of these activities are considered to be "incidental discharges."

9451 Policy

This policy addresses "incidental discharges" associated with spill response activities. "Incidental discharge" means the release of oil and/or oily water within the response area in or proximate to the area in which oil recovery activities are taking place during and attendant to oil spill response activities. Incidental discharges include, but are not limited to, the decanting of oily water, oil and oily water returns associated with runoff from vessels and equipment operating in an oiled environment and the wash down of vessels, facilities and equipment used in the response. "Incidental discharges" as addressed by this policy, do not require additional permits and do not constitute a prohibited discharge. See 33 CFR 153.301, 40 CFR 300.

9452 Criteria

During spill response operations, mechanical recovery of oil is often restricted by a number of factors, including the recovery system's oil/water recovery rate, the type of recovery system employed and the amount of tank space available on the recovery unit to hold recovered oil/water mixtures. In addition, the longer oil remains on or in the water, the more it mixes to form an emulsified mousse or highly mixed oil/water liquid, which sometimes contains as much as 70% water and 30% oil, thus consuming significantly more storage space. Decanting is the process of draining off recovered water from portable tanks, internal tanks, collection wells or other storage containers to increase the available storage capacity of recovered oil. When decanting is conducted properly most of the petroleum can be removed from the water.

The overriding goal of mechanical recovery is the expeditious recovery of oil from water. In many cases, the separation of oil and water and discharge of excess water is

necessary for skimming operations to be effective in maximizing the amount of oil recovered and in minimizing overall environmental damages. Such actions should be considered and in appropriate circumstances authorized by the FOSC and/or SOSC because the discharged water will be much less harmful to the environment than allowing the oil to remain on the water and be subject to spreading and weathering. During a response, it will likely be necessary for response contractors or a responsible party to request from the FOSC and/or SOSC authority to decant while recovering oil so that response operations do not cease or become impaired. Expeditious review and approval, as appropriate, of such requests is necessary to ensure a rapid and efficient recovery operation. In addition, such incidental discharges associated with mechanical recovery operations should not be considered prohibited discharges. Therefore, the Area Committee adopts this policy to provide for an expeditious approval process and provide guidance to OSCs, responsible parties, response contractors and other members of the spill response community relating to incidental discharges and decanting.

The Federal and State OSCs will consider each request for decanting on a case by case basis. Prior to approving decanting, the OSCs should evaluate the potential effects of weather including the wind and wave conditions, the quantity of oil spilled and the type of oil as well as available storage receptacles. The OSC should also take into account that recovery operations as enhanced by decanting will actually reduce the overall quantity of pollutants in a more timely and effective manner to facilitate cleanup operations.

The following criteria should be considered by the FOSC and/or SOSC in determining whether to approve decanting unless circumstances dictate otherwise:

- All decanting should be done in a designated "Response Area" within a collection area, vessel collection well, recovery belt, weir area, or directly in front of a recovery system.
- Vessels employing sweep booms with recovery pumps in the apex of the boom should decant forward of the recovery pump.
- All vessels, motor vehicles and other equipment not equipped with an oil/water separator should allow retention time for oil held in internal or portable tanks before decanting commences.
- When deemed necessary by the FOSC and/or SOSC or the response contractor a containment boom will be deployed around the collection area to minimize loss of decanted oil or entrainment.
- Visual monitoring of the decanting area shall be maintained so that discharge of oil in the decanted water is detected promptly.
- Decanting in areas where vacuum trucks, portable tanks or other collection systems are used for shore cleanup will be subject to the same rules as vessels.

The response contractor or responsible party will seek approval from the FOSC and/or SOSC prior to decanting by presenting the Unified Command with a brief description of the area for which decanting approval is sought, the decanting process proposed, the prevailing conditions (wind, weather, etc.) and protective measures proposed to be implemented. The FOSC and/or SOSC will review such requests promptly and render a decision as quickly as possible. FOSC authorization is required in all cases and in addition SOSC authorization is required for decanting activities in state waters.

The FOSC and/or SOSC will review and provide directions and authorization as appropriate to requests to wash down vessels, facilities and equipment to facilitate response activities.

Other activities related to possible oil discharges associated with an oil spill event such as actions to save a vessel or protect human life which may include such actions as pumping bilges on a sinking vessel are not covered by this policy. Oil Spill Decanting Authorization Form

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Oil Spill Decanting Authorization Form	
The federal and state OSC'S, under authority of _____, hereby approve the use of decanting as a means of expediting the recovery of oil during the following spill cleanup operation:	
Date(s) Approval Effective:	Name of Spill Incident:
Federally Defined Response Area:	
Name of Requester:	
Location and description of Proposed Decanting Operation: (Continue on reverse, if necessary)	
<u>The decanting operation must meet the following conditions:</u>	
<ol style="list-style-type: none">1. All decanting should be done in a designated "Response Area" within a collection area, vessel collection well, recovery belt, weir area, or directly in front of a recovery system.2. Vessels employing sweep booms with recovery pumps in the apex of the boom shall decant forward of the recovery pumps.3. Vessels not equipped with an oil/water separator should allow retention time for oil held in internal or portable tanks before decanting commences.4. Containment boom must / need not (circle one) be deployed around the collection area to prevent loss of decanted oil entrainment.5. Visual monitoring of the decanting shall be maintained at all times so that discharge of oil in the decanted water is detected promptly.6. Decanting in areas where vacuum trucks, portable tanks, or other collection systems are used for shore cleanup will be subject to the same rules as vessels.7. Additional conditions: (continue on reverse if necessary).	
SIGNATURE- Federal OSC	Date:
SIGNATURE: State OSC	Date:
NOTE: When verbal authorization is given, a copy of this form must be immediately expedited requester (must be a person of authority in the cleanup organization) to ensure the conditions and limitations are clearly understood by all parties.	

TAB – NATIONAL RESPONSE STRUCTURE

9500 National Response Structure - Overview

9510 National Response Structure

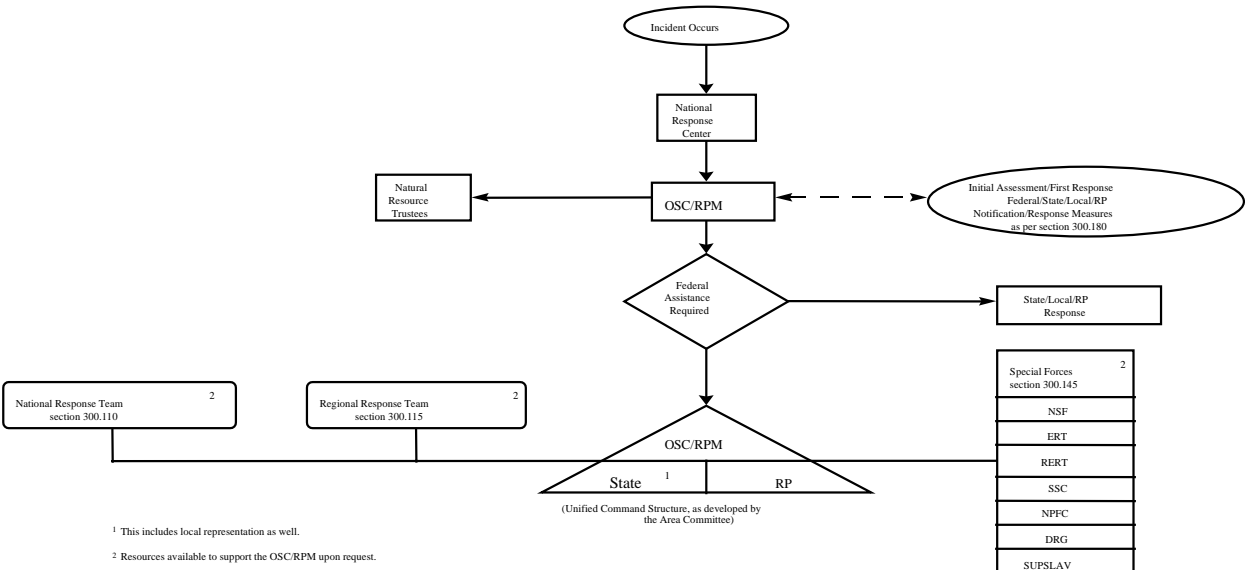
The National Response System (NRS) coordinates all government agencies with responsibility for environmental protection in a focused response strategy for the immediate and effective cleanup of an oil or hazardous substance discharge. It is a three-tiered federal response and preparedness mechanism that supports the pre-designated FOSC in coordinating national, regional, state, tribal & local government agencies, industry, and the responsible party during a response.

The three tiers are the National Response Team, Regional Response Team, and the OSC. The federal system is described in the NCP (40 CFR 300). The NRS does not remove the primary responsibility of initiating and completing a proper response by the Responsible Party. The NRS is used for all spills, including a Spill of National Significance (SONS). When appropriate, the NRS is designed to incorporate a unified command and control support mechanism consisting of the FOSC, the SOSC, and the Responsible Party's Incident Manager and, when appropriate, tribal and local representatives. The NRS organizational concepts for response and planning are depicted in Figures 1000-1 and 1000-2, respectively.

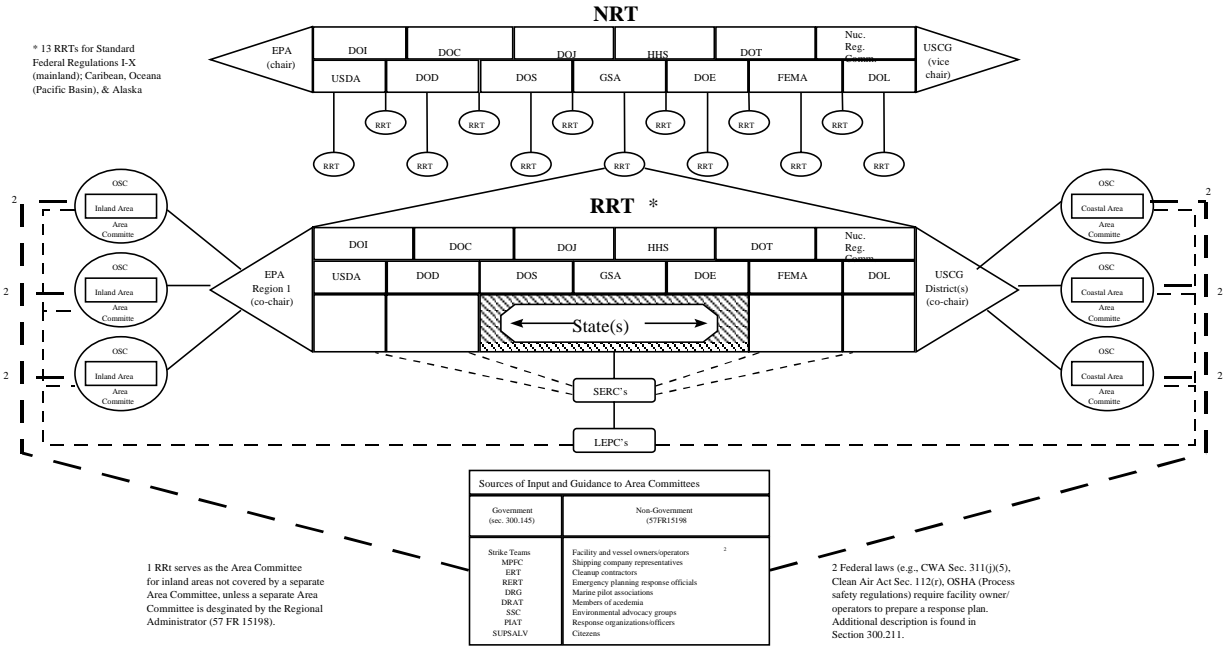
9520 National Response Team

The NRT consists of 15 federal agencies with responsibilities, interests, and expertise in various aspects of emergency response to pollution incidents. The EPA serves as chair and the Coast Guard as vice-chair of the NRT, except when activated for a specific incident, when the lead response agency representative serves as chair. The NRT is primarily a national planning, policy and coordination body and does not respond directly to incidents. The NRT provides policy guidance prior to an incident and assistance as requested by a FOSC via an RRT during an incident. NRT assistance usually takes the form of technical advice, access to additional resources/equipment, or coordination with other RRTs.

National Response System Concepts: Response



National Response System Concepts: Planning



9530 Regional Response Team

There are 13 RRTs, one for each of the ten federal regions and Alaska, the Caribbean and the Pacific Basin. Each RRT has federal and state representation. EPA and the Coast Guard co-chair the RRTs. RRTs are planning, policy and coordinating bodies, and may be activated during a major incident to assist the FOSC with resources. They also provide guidance support and approval for pursuing certain response strategies.

Regional Response Teams (RRTs) may be activated for specific incidents when requested by the FOSC. If the assistance requested by a FOSC exceeds an RRT's capability, the RRT may request assistance from the NRT. During an incident the RRT may either be alerted by telephone or convened. The cognizant RRTs will also be consulted by the FOSC on the approval/disapproval of the use of alternative response technologies (i.e. dispersants, bio-remediation, and other chemical counter-measures.) when that decision has not been preapproved. The RRT may also be consulted on the use of in situ burning.

9540 Area Response Team

The Plymouth to Salisbury, MA Area Committee member agencies have adopted and will manage spill incidents according to the following principles:

- Incident Command System - The signatory agencies will use the National Interagency Incident Management System (NIIMS) model Incident Command System (ICS).
- Unified Command - When more than one of the signatory agencies arrive on-scene to participate in managing a response action, the agencies will utilize a unified command structure to jointly manage the spill incident. In the Unified Command (UC), whenever possible, decisions with regard to the response will be made by consensus and documented through a single Incident Action Plan (IAP). When a consensus cannot be reached, the FOSC has the ultimate decision-making authority.
- Tribal and Local Government On Scene Coordinators - The unified command may incorporate additional tribal or local government on scene coordinators into the command structure as appropriate.
- Responsible Party Command Structure - The person or persons responsible for a spill incident shall utilize an incident command system which is capable of rapidly and readily integrating into the NIIMS based ICS/UC organization utilized by the ACP signatory agencies.
- Response Plan Approval - The National Oil and Hazardous Substance Contingency Plan (NCP) 40 CFR 300 requires that vessel and facility response plans be compatible with the applicable Area Plan. Therefore, it is the policy of the Area Committee that vessel and facility response plans be consistent with the ACP.

The unified command structure allows for a coordinated response which takes into account the federal, state, tribal, local and responsible party concerns and interests when implementing the response strategy. The FOSC has the ultimate authority in a response operation and will exert this authority only if the other members of the unified

command are not present or are unable to reach consensus within a reasonable time frame.

TAB – SONS

9600 Spill of National Significance (SONS) - Overview

9610 Spill Of National Significance (SONS) - Overview

A SONS is a rare, catastrophic spill which greatly exceeds the response capabilities at the local and regional levels. When responding to an incident of this type, the Coast Guard will continue to use the ICS as its response management structure, with the addition of a strategic management and support function called the ICS Incident Area Command. The ICS Incident Area Command structure can be used in any incident of regional or national significance, or in any case where the Federal On Scene Coordinator (FOSC), First District Commander, or Atlantic Area Commander feels it would be appropriate. Although the general concept for a nationally significant response involves an oil spill, the establishment of an ICS Incident Area Command is appropriate anytime there are large incidents affecting multi-jurisdictional areas.

9615 SONS Declaration and Incident Area Command Activation

The Commandant of the Coast Guard alone is empowered to declare a SONS in the coastal zone, taking into account environmental risks, weather conditions, response capabilities, and the amount, or potential amount, of product spilled. The Coast Guard Atlantic Area Commander or First District Commander may recommend to the Commandant that a SONS be declared. Factors to be considered in declaring a SONS include:

- Multiple OSC zones, districts, or international borders affected;
- Significant impact or threat to the public health and welfare, wildlife, population, economy and/or property over a broad geographic area;
- Prolonged period of discharge and/or expected cleanup;
- Significant public concern and demand for action by parties associated with the event; and,
- The existence of, or the potential for, a high level of political and media interest.

Once the Commandant declares a SONS, the following actions will occur:

- An Incident Area Commander will be designated.
- Other Departments/Agencies will be notified.
- A unified Area Command will be established.
- Pre-designated LANTAREA Incident Area Command staff personnel will be activated.

9620 General Organization

The Incident Area Commander will have overall responsibility for strategic management of the spill event. If the response under the authority of the Incident Area Command is multi-jurisdictional, a unified Incident Area Command should be established. This arrangement allows each jurisdiction to have representation in the Incident Area Command. Representatives to the Incident Area Command would typically be at the highest executive levels within a responding organization such as a state governor or direct representative, CEO or President of the affected commercial entity. For the incident(s) under its authority, Incident Area Command has the responsibility to:

- Set the overall incident-related strategic priorities.
- Allocate critical resources based on those priorities.
- Ensure that the incident is properly managed.
- Ensure that incident objectives are met and do not conflict with each other or with agency policy.

When an Incident Area Command is established, Incident Commanders (COTPs) will report to the Incident Area Commander. The Incident Area Commander is accountable to the Commandant.

It is important to remember that Incident Area Command does not replace the Incident Command level ICS organization or functions. Incident Commanders under the designated Incident Area Commander are responsible to, and should be considered as part of, the overall Incident Area Command organization. They must be provided adequate and clear delegation of authority, especially relating to who specifically is designated as the FOSC, as per 40 CFR 300.140 (just one person is designated and acts as FOSC). This designation will change as necessary if as the adverse effects of the spill progress.

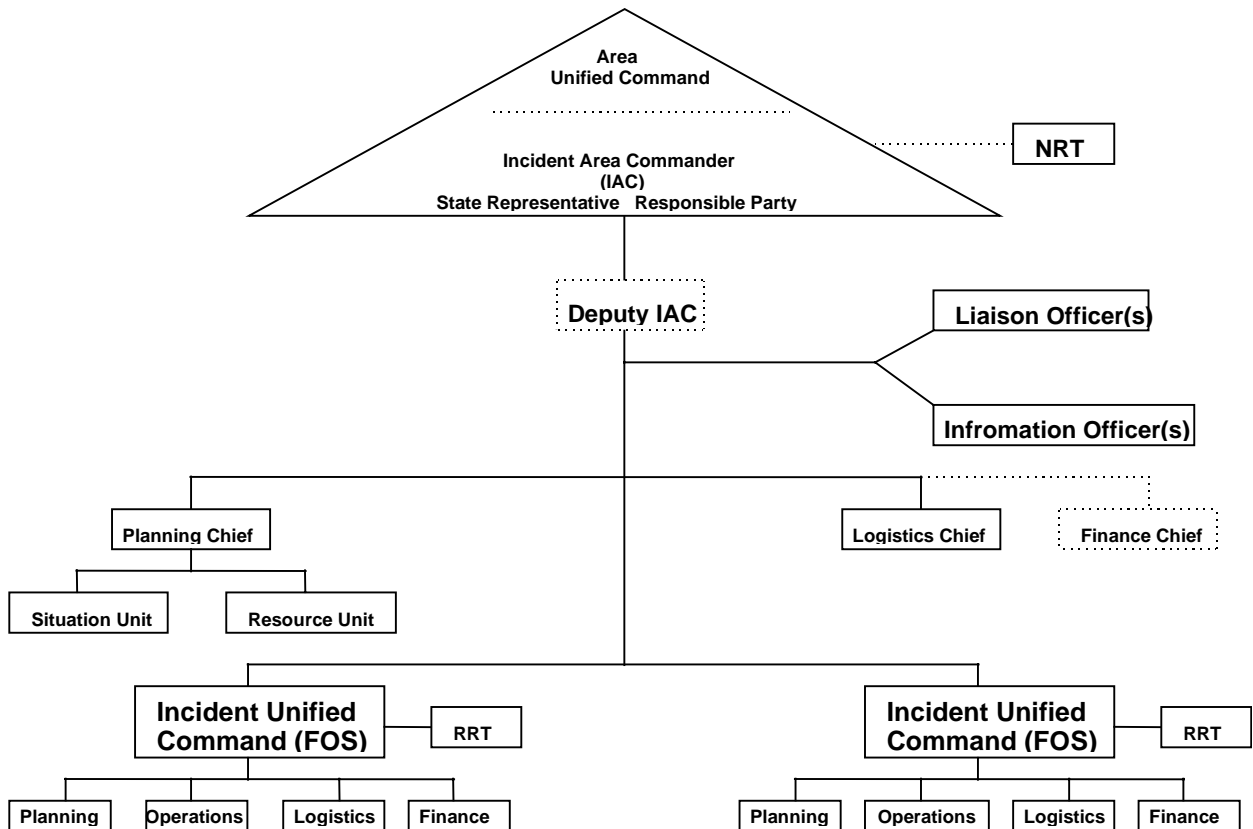
9625 Incident Area Command composition

Figure 1000-4 represents a possible staffing structure for an ICS Area Command. All responders (federal, state, tribal, local and private) should be incorporated into the response organization (Figure 1000-5) at the appropriate level.

UNIFIED INCIDENT AREA COMMAND CHIEFS

Incident Area Command Position	Suggested/Recommended Billet
Unified Incident Area Commander	USCG Area Commander
Deputy Incident Area Commander	District (d), LANT Area (Am) (O-6) G-MO (O-6), or CO NSFCC (O-6)
Liaison Officer	District (m)/RRT Co-Chair (O-6)
Information Officer	G-CP (O-6)
• Protocol Officer	G-CC (O-5)
• Public Affairs Officer	LANT Area (ACP) (O-4)
Planning Section Chief	NSFCC CO/XO (O-6/5)
• Situation Unit Leader	NSFCC PREP Team Leader (O-4)
• Resource Unit Leader	NSFCC OPS (O-4)
Logistics Section Chief	MLC LANT (O-6)
Finance/Admin Chief	NPFC (O-6)

SUGGESTED INCIDENT COMMAND SYSTEM AREA COMMAND



9630 Multi-Regional Spill (Lesser Event Than SONS Interoperability)

Some major spill incidents, not significant enough to meet the SONS criteria, may still be sizable enough to affect more than one area or more than one region. If a discharge or release moves, or there is a substantial threat of its moving, from the area covered by one ACP or RCP into second area or region covered by another, the response will be carried out in accordance with the NCP, 40 CFR 300.140. That is, only one FOSC will have authority to direct the response. In determining which OSC will direct the response, prime consideration shall be given to the area vulnerable to the greatest threat. Under ordinary conditions, the two involved OSC's will confer with First District (m)/RRT Co-chair, and one another, and resolve the issue amicably, with First District (m)/RRT Co-chair "designating" the one FOSC for the incident. If there is doubt and the need arises to involve affected trustees and stakeholders, the matter will be referred and resolved by the RRT at large; or, if two regions are involved, by the NRT.

9635 General

In order to ensure that the FOSC designated to respond to the incident takes into account the planning and response needs of the lesser impacted area/region, the following guidance applies:

The occurrence of a significant discharge/release in the contiguous waters of interest between two OSC's will be promptly responded to and initially assessed by the OSC in whose jurisdiction the spill occurs. The responding OSC, in assessing the potential impact of the incident, will determine, to the extent practical; the area vulnerable to the greatest threat and the potential for the trans-zone migration of pollutants.

For those incidents where trans-zone impacts are probable, the responding OSC will promptly notify First District (m)/RRT Co-chair, who will designate a single FOSC, as indicated above. First District (m)/RRT Co-chair will also ensure appropriate notifications are made, especially to representatives from those states whose waters may be adversely impacted by that discharge/release, so as to activate all affected area and regional plans for locations threatened to be adversely affected by the spill. First District (m)/RRT Co-chair will make appropriate notifications to the RRT.

Coast Guard COTP's in adjoining areas will be directed to assist the designated FOSC by making initial notifications to states, trustees, and other stakeholders in their zones whose waters/resources have the potential of being adversely impacted by the discharge/release.

After initial notifications, the designated FOSC will more thoroughly assess the actual threat from the discharge/release and, in the meantime, will also respond or intervene, to the extent practical, to prevent the spread of the pollutant into the contiguous waters of adjoining COTP's zones. After determining the degree of impact likely, the designated FOSC will convey to adjoining COTP's and states, the level of response expected from them based on the criteria described below.

The designated FOSC, to ensure adjoining COTP's and threatened states are afforded every opportunity to efficiently and effectively communicate their planning and response priorities in mounting a proper response to the incident, will invite representatives from affected parties outside his/her zone to join his/her staff at the unified command post according to the following tiered structure:

- If "potentially affected," adjoining COTP's and threatened states will send liaison officers who will report directly to the designated FOSC's Liaison Officer.
- If "imminent threat" exists (projected impact to occur within 24 hours, based either on scientific data/trajectory or actual observation), adjoining COTP's and threatened states will send a full complement of staff members who will be assumed directly into all germane ICS functional cells, both at the command and general staff level. States will also send a State On Scene Coordinator (SOSC) rep who will become part of the Unified Command.

To facilitate information flow and sufficient communication to adjoining COTP'S, states and trustees with interest in spills due to potential adverse impacts that may result from the incident, the First District (m)/RRT Co-chair will convey the designated FOSC's daily information reports about the discharge/release to them, as well as to RRT members, using fax, NOAA e-mail, or any other means available and acceptable to the parties involved, including telephonic conference calls.

As a fail-safe method for adjoining COTP'S, threatened, states or trustees who believe the communication from the spill site is less than adequate, fallback is for each party to refer its complaint directly to the First District (m)/RRT co-chair for resolution.

9700 Statutory Guidance

9710 Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)

Enacted by congress in 1980, it is also known as the Hazardous Substance Superfund as defined by 42 USC 9601 et seq. Its purpose is to provide for liability, compensation, cleanup, and emergency response for hazardous substances released into the environment and the cleanup of inactive hazardous waste disposal sites (See Section 9000).

9711 Federal Water Pollution Control Act as amended by Clean Water Act & the Oil Pollution Act of 1990

As listed in 33 USC 1251 et seq. (See Section 9000), the objective of the act is to restore and maintain the chemical, physical, and biological integrity of the Nation's waters. The goals of the Act include:

- The elimination of pollutants discharges into navigable waters.
- Attain water quality which provides for the protection and propagation of fish, shellfish, and wildlife and provides recreation in and around those waters.
- Prohibits the discharge of toxic pollutants.
- Provides Federal financial assistance to construct publicly owned waste treatment works.
- Requires States to provide waste treatment management plans.
- Conducts research to develop technology in order to eliminate the discharge of pollutants into navigable waters, waters of the contiguous zone, and the oceans; and
- Develop national policy for the control of non-point sources of pollution.

9712 National Historic Preservation Act (NHPA)

The National Historic Preservation Act of 1966 (Public Law 89-665) authorized the National Historical Register of Historic Places, expanding Federal recognition to historic properties of local and State significance. The National Park Service in the U.S. Department of the Interior administers both programs. Regulations for these programs are contained in 36 CFR Part 60, National Register of Historic Places and 36 CFR Part 65, National Historic Landmarks Program.

9713 Endangered Species Act (ESA)

Endanger Species Act Consultation.

Contact:

- US Fish & Wildlife Service
- NMFS

9714 Resource Conservation and Recovery Act (RCRA)

Also known as the Solid Waste Disposal Act, it was enacted by congress as 42 USC 6901 et seq. Congress declared it to be the national policy of the United States that, whenever feasible, the generation of hazardous waste is to be reduced or eliminated as expeditiously as possible. Waste that is nevertheless generated should be treated, stored, or disposed of so as to minimize the present and future threat to human health and the environment.

9715 National Environmental Policy Act (NEPA)

As defined by 42 USC 4321 et seq., the purpose of this act is:

- To declare a national policy which will encourage productive and enjoyable harmony between man and his environment;
- To promote efforts which will prevent or eliminate damage to the environment and biosphere and stimulate the health and welfare of man;
- To enrich the understanding of the ecological systems and natural resources important to the Nation;
- To establish a Council on Environmental Quality.

9800 Reserved for Area

9900 Reserved for District

TAB – PRIORITY PROTECTION MAPS

10000 Priority Protection Maps

10100 Priority Protection Maps

The maps on the following pages identify sensitive areas, water intakes and staging areas in the COTP Boston Zone. The COTP Boston Zone is divided into fourteen separate maps, with sensitive areas prioritized in three categories; High (Category A), Medium (Category B), and Low (Category C).

High priority areas will normally receive consideration for protection before lower priority areas. As a practical matter, protection priorities will be decided on a case by case basis as resources and conditions permit. However, these maps will be used to determine the best use of available spill response resources during a pollution incident. These maps are intended to be used as a guide and should not limit the scope of incident planning or the decision-making ability of incident commanders.

Each icon on the maps has been assigned a coded ID number. Use of these ID Numbers is illustrated in the following examples:

Sensitive Areas

- AO1-05 is a Priority A sensitive area on Map 1, and is the 5th site identified on that map; B10-11 is a Priority B Sensitive Area on Map 10, and is the 11th site identified on that map.

Staging Areas

- Staging Areas have been assigned the prefix "R".
- "R5-6" denotes Staging Area number 5 on Map 6.

Water Intakes

- Water Intakes have been assigned the prefix "W".
- Map 7 and is the 1st Water Intake identified.

Alert Messages

- Alert Messages, where they appear, have been assigned the prefix "M".
- ID number M07-04 is on Map 7 and is the 4th Alert Message on that map.
- Alert Messages contain specific information unique to that location that may affect spill response planning.

The following list describes each of the sensitive area categories.

High (A);

- Protection of public health and safety
- Endangered or threatened species
- Wildlife refuges & game management areas
- Seasonal breeding, spawning and nesting areas
- Salt marshes, brackish and freshwater marshes
- Sheltered tidal flats

Medium (B);

- Parks, monuments, and recreation facilities
- Commercial and recreational fisheries
- Sheltered rocky shore and seawalls
- Exposed tidal flats
- Gravel beaches and rip-rap

Low (C);

- Exposed vertical rocky shores and seawalls
- Industrial facilities
- Man-made structures

These maps also identify staging areas to launch or refuel boats, repair vessels or pre-stage response equipment. Detailed information pertaining to boat ramps and staging areas will be collected and included in future changes to this document.

Each map has a corresponding page with matrices containing detailed information about each of the coded icons on the map(s). Most maps have three corresponding matrices listing information about Sensitive Areas, Staging Areas and Water Intakes.

TAB – GLOSSARY AND ACRONYMS

Glossary and Acronyms

Area Contingency Plan: A plan, required by the Clean Water Act and the Oil Pollution Act of 1990, for removing a discharge and mitigating the damage from a discharge from a vessel, offshore or onshore facility operating in or near a designated area

Asphalt: A black or brown hydrocarbon ranging in consistency from a heavy liquid to a solid. The most common source of asphalt is the residue left after the distillation of crude oils. Used primarily for surfacing roads.

Barrel: Liquid measure for petroleum products equal to 42 UPS gallons or approximately 159 liters. This measure is used extensively by the petroleum industry.

Bunker C: A very viscous oil (No. 6 fuel) used as a fuel for marine and industrial boilers.

CERCLA: Comprehensive Environmental Response, Compensation and Liability Act of 1980, commonly known as the "Super fund Act".

Cleanup: An operation during which hazardous substances are removed, contained, neutralized, stabilized, incinerated, or in any other manner processed or handled with the ultimate goal of making the site safer for people or the environment.

Crude (or Crude Oil): Petroleum in its natural form before it is refined.

Decontamination: The removal of hazardous substances from employees and their equipment to prevent spreading and potential adverse health effects.

Federal On-Scene Coordinator (FOSC): The overall coordinator of an oil spill response team. For marine spills, the FOSC will be from the USCG. For inland spills, the FOSC will come from the EPA. The FOSC is responsible for overall strategic decisions and actions throughout each phase of a response operation.

Flash Point: The lowest temperature at which a liquid gives off enough vapors to ignite when a flame is present.

Fund or Trust Fund: The Oil Spill Liability Trust Fund, various state funds, or the Hazardous Substance Response Trust Fund.

Hazardous Substance: Any material identified as hazardous by section 101(14) of CERCLA any substance listed under 49 CFR 172.101: or any substance "that may be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions, or physical deformations". The term does not include petroleum or natural gas.

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GLOSSARY AND ACRONYMS

Hydrocarbons: Organic chemical compounds composed only of the elements carbon and hydrogen. Hydrocarbons are the principal constituents of crude oils, natural gas and refined petroleum products.

Incident Command System: The supervisory structure that provides a standard organizational model for emergency response. It creates clear lines of authority, and helps to coordinate many legal jurisdictions during larger spills. For marine spills, the top level of the ICS is called the Unified Command, and consists of the federal on scene coordinator (USCG), the state on scene coordinator, and a representative of the responsible party or parties.

Light Ends: The volatile hydrocarbons in crude oil and petroleum products. The light ends, including benzene, are the first to evaporate.

Manual Recovery: The recovery of oil from contaminated areas by the response work force with the use of buckets, shovels and similar equipment. Manual recovery is extremely labor intensive.

Oil-in-Water Emulsion: An emulsion of oil droplets dispersed in surrounding water, formed as a result of wave action or by use of a chemical dispersant. Oil-in-water emulsions are unstable and tend to reform as an oil slick when the water calms.

On Scene Coordinator: The official predesignated by federal, state, local or tribal governments to coordinate and direct spill response efforts.

OPA '90: Oil Pollution Act of 1990.

OSRV: Oil Spill Response Vessel.

Responsible Party: A person or company, usually but not always the owner or transporter of oil, legally responsible for the expense of responding to a spill.

Weathering: Alteration of the physical and chemical properties of spilled oil through a series of natural processes that begin when the spill occurs and continue as long as the oil remains in the environment.

Acronyms

ACRONYM	DEFINITION
AC	Area Committee
ACP	Area Contingency Plan
AIRSTA	Coast Guard Air Station
AOR	Area of Responsibility

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GLOSSARY AND ACRONYMS

ACRONYM	DEFINITION
ART	Alternative Response Technologies
AST	Atlantic Strike Team
ATSDR	Agency for Toxic Substances and Diseases Registry
BBL	Barrel
BNTM	Broadcast Notice to Mariners
BOA	Basic Ordering Agreement
CCGD1	Commander, First Coast Guard District
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act of 1980
CFR	Code of Federal Regulations
CGHQ	Coast Guard Headquarters
CHRIS	Chemical Hazard Response Information System
CO	Commanding Officer
COTP	Captain of the Port
CWA	Clean Water Act
DEP	Massachusetts Department of Environmental Protection
DRAT	U. S. Coast Guard District Response Advisory Team
DWT	Dead weight ton
EEZ	Exclusive Economic Zone
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
FEMA	Federal Emergency Management Agency
FOG	Field Operations Guide
FOSC	Federal On-Scene Coordinator
FRP	Facility Response Plan
FWPCA	Federal Water Pollution Control Act

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GLOSSARY AND ACRONYMS

ACRONYM	DEFINITION
FWS	Fish and Wildlife Service (DOI)
GAL	Gallon (U. S.)
GIS	Geographic Information System
G-L	U. S. Coast Guard's Office of Chief Counsel
G-M	U. S. Coast Guard's Office of Marine Safety, Security and Environmental Protection
GSA	General Services Administration
HAZWOPER	Hazardous Waste Operations and Emergency Response
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IO	Information Officer
JIC	Joint Information Center
LO	Liaison Officer
MEMA	Massachusetts Emergency Management Agency
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
MSIS	Marine Safety Information System
MSL	Marine Safety Labs
MSO	U. S. Coast Guard Marine Safety Office
NCP	National Contingency Plan
NIIMS	National Interagency Incident Management System
NIOSH	National Institute for Occupational Safety and Health
NMFS	National Marine Fisheries Service (DOC/NOAA)
NOAA	National Oceanographic and Atmospheric Administration

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GLOSSARY AND ACRONYMS

ACRONYM	DEFINITION
NPFC	National Pollution Funds Center
NPS	National Parks Service (DOI)
NRC	National Response Center
NRDA	Natural Resource Damage Assessment
NRT	National Response Team
NSF	National Strike Force
NSFCC	National Strike Force Coordination Center
NWS	National Weather Service
OPA 90	Oil Pollution Act of 1990
OPCEN	Operations Center
OSC	On Scene Coordinator
OSHA	Occupational Safety and Health Administration
OSLTF	Oil Spill Liability Trust Fund
PAO	Public Affairs Officer
PIAT	Public Information Assist Team (USCG)
PIO	Public Information Office
POC	Point of Contact
POLREP	Pollution Report
PREP	National Preparedness For Response Exercise Program
QI	Qualified Individual
RCRA	Resource Conservation and Recovery Act
RP	Responsible Party
RRT	Regional Response Team
SARA	Superfund Amendments and Reauthorization Act
SMART	Special Monitoring for Advanced Response Technologies
SO	Safety Officer

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GLOSSARY AND ACRONYMS

ACRONYM	DEFINITION
SONS	Spill of National Significance
SSC	Scientific Support Coordinator (NOAA)
SUPSALV	U. S. Navy Supervisor of Salvage
UC	Unified Command
USACE	U. S. Army Corps of Engineers
USC	United States Code
USCG	U. S. Coast Guard
USN	U. S. Navy
VRP	Vessel Response Plan

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